

English for school and university administration – workshop (EA)

- Erasmus Plus training -

The training aims to improve English communication skills of workers employed at university administration, library and dormitory, or other units

The training aims to improve English communication skills of workers employed at university administration or other educational institutions, as well as Erasmus coordinators and students' office members, working on an internationalization processes.

The classes are of a workshop nature - they are aimed at skills we need when dealing with international exchange of pupils / students/ and are focused on a faculty and administration everyday work.

Outline of the content

Day 1

New pupils/students - how to introduce them to rights and obligations.
Questions and problems - what new pupils/students do not know?
Describing the place and route - how to help students in a new environment.

Day 2

Dormitory/boarding school - life of young people. Support for the administration in their everyday problems. Culture shock - how it works?
Small accidents and misfortunes - the basics of communication. What words and expressions do we need?

Day 3

Student classes - information on the timetable, the system functioning at the university/school (dean's office, e-journal). How to find a teacher / where do I have classes? - communication with pupils/students and visiting professors.

Day 4

University/school grading system vs. other universities - how to explain the rules to new students?
Documents related to the student's stay at your place - terminology needed.

Day 5

Communication with the partner school / university / parents. Rules for the exchange of e-mails with the administration, e-mails from students. Cultural differences.

Bonus -

How to remember the information from the workshop longer - about memory functioning.

Each day of the workshop includes the development of vocabulary, group work, discussion, and the drama method during exercises.



When and where will the training be held?

Cyprus – Spain – Poland

If you need details – check [the calendar](#) or write to jo.hinker@hinkerhub.pl

Trainers -

academic teachers, diplomas in language teaching, international experience.

Fee - 350 euro (5 days, 40 hours of classes).

We do not cover the cost of accommodation and meals.

Payment method - bank transfer. We provide the data in response to your e-mail

We issue appropriate bills and invoices, as well as certificates for participants.

- The exact **address** of the training is given in [the calendars](#).
Fee deadline - one month before the training starts;
in exceptional circumstances, we agree to a later payment.
- Own laptop or tablet is required (you will prepare exercises and projects)
- For a group of at least 5 people,
individual dates and different places of training are possible.

Thank you for your interest in our training!

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