

Katalog kursów Erasmus Plus Mobilność

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St Paul's Bay - Public speaking, communication and presentation skills for professionals [ALP-Z]



Lokalizacja

St Paul's Bay leży na północnym krańcu Malty, około 10 km od stolicy wyspy, Valletty. Region słynie ze skalnego wybrzeża, zapierających dech w piersiach widoków na płaskowyż oraz słonecznych, piaszczystych plaż. Nazwa miasta pochodzi od św. Pawła Apostoła, który w trakcie podróży do Rzymu rozbił się u wybrzeży Malty. Panuje tu międzynarodowa atmosfera, gdyż miasto to kolorowa mieszanka narodowości, z przewagą wpływów włoskich i angielskich. Ruchliwy rynek, staromodne sklepy w bocznych uliczkach oraz całe dzielnice sklepów z najnowszymi trendami można znaleźć właśnie tutaj.

Nasza szkoła licencjonowana jest przez Ministerstwo Edukacji i Ministerstwo Turystyki Republiki Malty. Powstałszy w 1991 r., czyli od ponad 20 lat prowadzimy zajęcia z języka angielskiego. Zajmujemy tradycyjny budynek w stylu maltańskim, położony w centrum miasta. Nasze sale lekcyjne są wyposażone w sprzęt multimedialny i nowoczesne pomoce naukowe (m.in. tablice multimedialne). Na dachu budynku znajduje się przestronny taras, na którym nasi uczniowie uwielbiają wypoczywać. W budynku jest także dostęp do Wi-Fi.

Program szkolenia

COURSE SUMMARY:

This course enables participants to improve their communication, presentation and interaction skills in their professional lives so that they are able to speak in a range of formal and informal work-based situations with an increased level of confidence, clarity and commitment.

This programme will take you through a range of essential language topics and skills that will strengthen and increase your effectiveness and success in your professional life. You will be working with highly

qualified, enthusiastic practitioners who have significant experience in the business and political sphere. You will explore and develop a range of key English language skills as they apply to your needs and environment coupled with confidence-building communication techniques. The content comprises theoretical trainer-led delivery, practical group-based and independent activities. You will be expected to take a full and active part in all aspects of the course in order to maximise the opportunities we offer you.

This programme focuses on broad-based, effective, oral and written communication, public speaking skills and cross-cultural awareness. It aims to provide both theoretical and practical tips and exercises to build and strengthen your interactive English Language skills in the public sphere. Key skills areas will be identified and relevant tasks will be set each day; empowering the participants, to achieve greater effective and effective communication when called upon to give presentations and to speak in public.

WHO IS THIS COURSE FOR?

Aimed at: School Principals, Subject Department heads, teacher support and development staff, primary and secondary-level teachers (all subjects). English levels: Intermediate (B1).

COURSE TOPICS:

The 10-day course is divided into two broad topics:

1) Theory and Practice

This comprises a plethora of topics on business theory, with associated exercises and practical speaking activities: high level communication skills, networking, cross-cultural awareness, public speaking and presentation skills, negotiations, and risk management.

2) Research and Practice

This gives you the opportunity to research, plan and deliver a variety of presentations, in different styles and on a number of topic areas, according to your preferences: intrapersonal and interpersonal presentations, persuasive techniques, collaboration, and IT interactivity in delivering presentations.

The broad subjects covered in this course include:

- Communication, Networking and Motivation
- Cross-Cultural Awareness, Public Speaking and Presentations, Feedback and Success Criteria
- Negotiations, Management Styles, Success
- Managing Risk, Business Ethics, Cultural Training Day Presentations, Summing Up and Moving Forward
- Planning and Delivering Interesting Intrapersonal and Interpersonal Presentations
- Researching, Planning, and Delivering a Persuasive Presentation
- Researching, Planning, and Delivering a Collaborative Presentation
- Adding IT Interactivity to your Presentations,
- Presentations, Summing Up and Moving Forward

SAMPLE PROGRAMME:

1) Monday - COMMUNICATING IN ENGLISH

This session will commence with an overview of the week's programme and then focus on the importance of communication skills in today's world, looking at how this impacts on your professional life. We will discuss and explore what makes a good communicator, different modes of written communication (letters, e-mails, reports, press releases, etc.) and their purpose/needs. You will listen to an expert on communications talking about effective communication. Active listening skills and skills for dealing with communication breakdown will also be introduced and practiced. The session will end with a case study on internal

communications problems within an organisation.

2) Tuesday - CROSS-CULTURAL AWARENESS

The second session will focus on the importance of cross-cultural awareness and best practice for doing business across cultures. You will look at what culture is, focussing on factors that are most important in creating a culture. The nuances of culture as they relate to three key aspects, namely: attitudes towards the individual, the social/ business environment and time will be explored drawing on your experiences, anecdotes and observations. We will end this session with a case study which highlights how culture plays a crucial part in shaping our values and the way we behave.

3) Wednesday - BUILDING RELATIONS

In this session, we will explore aspects relating to team building, developing business relations and social interaction, building on your English language skills in this area through a range of reading and listening texts. It will also include looking at thinking styles and vocabulary used to describe relations. We will touch briefly on "loyalty" building techniques as seen through the eyes of a brand consultant. We will end this session with a discussion on Introductions and Networking Techniques.

4) Thursday - PUBLIC SPEAKING AND PRESENTATIONS

Building on the previous three days, this session brings us to the main aspect of this professional development programme. Public Speaking, with Presentations being a key mode of delivery, underpins successful and effective communication that can be used for a variety of purposes. We will work through the key success factors for effective public speaking/ presentations: preparation, language aspects including presenting an effective argument, delivery and conclusion. We will also explore how to counteract common mistakes (dos and don'ts). This session will also include practice in public speaking/presentation-giving.

5) Friday - MANAGING RISK

Every undertaking includes some element of risk. Therefore in this final session we will look at what we can control with a little bit of planning. We will also look at dealing with interruptions, saying 'no' where necessary, handling difficult situations and asking/ answering difficult questions.

SATURDAY AND SUNDAY - Free days

6) Monday - THE CHANGING WORLD OF ENGLISH

A look at the English-speaking world from a modern viewpoint will demonstrate the ever-changing nature of language. Our opening session will highlight the fact that today non-native speakers outnumber native speakers of English by three to one and look at the impact this is having especially on spoken English. This session will also explore the importance of understanding the local culture and then move on to interactive communication skills such as taking part in meetings and brainstorming. You will then look at a case study and explore the intricacies of dealing with visitors from another country/culture.

7) Tuesday - MOTIVATION

Our second session will look at aspects of motivation both for yourself and for others. We will discuss this topic and do a quiz on stress. A reading text on perks that work and a listening text - an interview with an expert on motivation will help us explore vocabulary and idioms relating to motivation. We will end this session with a case study which highlights how leadership plays a crucial part in shaping our values and the way we behave.

8) Wednesday - PUBLIC SPEAKING AND PRESENTATIONS

Building on the first Module, this session further explores the importance of confident public speaking and presentation skills in all our oral communication. We will work through various techniques for effective public speaking/ presentations: preparation, language aspects including presenting an effective argument, delivery and conclusion. This session will also look at technologies and provide for ample practice in public

speaking/presentation giving.

9) Thursday - NEGOTIATIONS

The art of negotiation is an important skill for any professional in the public sphere. In this session we will look at some hints on negotiating, and related vocabulary and idioms in listening/ reading texts. We will look at language used for resolving conflict and reaching agreement. We will also look at the construction of press releases and letter writing. This session will end with a case study on negotiating a sponsorship deal for a football team.

10) Friday - LEADERSHIP STYLES

Our leadership style represents the type of person we want to be and to present to the world. Therefore in this final session we will look at management and leadership qualities, listening to experts talk on the subject. To sum up, you will - with the assistance of the course presenter - deliver a report in "Presentation" style on what you consider to be the key aspects of this programme. You will also be writing a personal development plan of what you will do in the future to utilise what you have learnt.

INCLUDED IN THE FEES:

- Course resources
- WiFi on school premises
- Europass Mobility Certificate
- Certificate of Attendance
- One off-site training day per week (including entrance ticket to one attraction: Malta National Aquarium / the Malta Experience / Malta 5D / the Domus Romana / St. Paul's Catacombs)

Długość i termin szkolenia

Szkolenie trwa 2 tygodnie i obejmuje 30×45 min. zajęć tygodniowo. Dаты rozpoczęcia: 2023-01-23, 2023-02-27, 2023-04-10, 2023-05-22, 2023-07-03, 2023-07-31, 2023-09-25, 2023-10-23, 2023-11-20.

Dostępne opcje

Poniżej przedstawiamy orientacyjne koszty pakietów kurs+zakwaterowanie, przeliczone na walutę rozliczeń grantu tj. EUR. Propozycje te uwzględniają dozwolone przesunięcia środków między poszczególnymi kategoriami wydatków, tak aby całość kosztów była pokryta z grantu. W kolumnie *kieszonkowe* podana jest szacunkowa kwota, jaka pozostanie na dodatkowe wyżywienie, dojazdy komunikacją miejską itp w zależności od wybranej opcji zakwaterowania. Wydatki z kieszonkowego nie wymagają dokumentowania rachunkami.

	2 tyg.	kieszonkowe
kurs (30×45 min./tydz.)+hotel, pokój 1-osobowy, śniadanie	1660 EUR	596 EUR
kurs (30×45 min./tydz.)+hotel, pokój 1-osobowy, dwa posiłki	1828 EUR	428 EUR
kurs (30×45 min./tydz.)+hotel, pokój 2-osobowy, śniadanie	1514 EUR	742 EUR
kurs (30×45 min./tydz.)+hotel, pokój 2-osobowy, dwa posiłki	1598 EUR	658 EUR
kurs (30×45 min./tydz.)+studio (kawalerka), pokój 1-osobowy, bez wyżywienia	1772 EUR	484 EUR
kurs (30×45 min./tydz.)+studio (kawalerka), pokój 2-osobowy, bez wyżywienia	1366 EUR	890 EUR

Istnieje możliwość zamówienia samego kursu (30×45 min./tydz.) w cenie 930 EUR, w takim przypadku na utrzymanie i kieszonkowe pozostanie do dyspozycji kwota 1326 EUR.

Cennik

Poniżej podane są ceny kursu i opcji zakwaterowania w oryginalnej walucie kursu, które obowiązują w rozliczeniach z SJO GLOSSA.

	2 tyg.
kurs (30×45 min./tydz.)	930 EUR
kurs (30×45 min./tydz.) + hotel, pokój 1-osobowy, śniadanie	1660 EUR
kurs (30×45 min./tydz.) + hotel, pokój 1-osobowy, dwa posiłki	1828 EUR
kurs (30×45 min./tydz.) + hotel, pokój 2-osobowy, śniadanie	1514 EUR
kurs (30×45 min./tydz.) + hotel, pokój 2-osobowy, dwa posiłki	1598 EUR
kurs (30×45 min./tydz.) + studio (kawalerka), pokój 1-osobowy, bez wyżywienia	1772 EUR
kurs (30×45 min./tydz.) + studio (kawalerka), pokój 2-osobowy, bez wyżywienia	1366 EUR

Uwaga:

1. Grant Erasmus+ obejmuje także kwotę 350 EUR na każdego uczestnika projektu. Wg informacji uzyskanych z Agencji Narodowej istnieje możliwość przesunięcia tych pieniędzy na dopłatę do kosztów kursu - w przypadku wyboru droższego kursu.
2. Szczegółowe informacje na temat kwot przyznawanych grantów można znaleźć tutaj.
3. Obowiązują dopłaty sezonowe w okresie:
 - 01-06-2023--31-10-2023: 119.00 EUR/tydz. (30, kurs+hotel 1 osob. BB)
 - 01-06-2023--31-10-2023: 119.00 EUR/tydz. (30, kurs+hotel 1 osob. HB)
 - 01-06-2023--31-10-2023: 112.00 EUR/tydz. (30, kurs+hotel 2 osob. BB)
 - 01-06-2023--31-10-2023: 112.00 EUR/tydz. (30, kurs+hotel 2 osob. HB)