



SHIPCON

Innovative & Transformative Education

SHIPCON ENGLISH ACADEMY

ENGLISH FOR EDUCATORS: ADVANCE
YOUR CAREER (LEVEL I, II, III & IV)



All ShipCon upcoming confirmed Erasmus+ courses will be definitely delivered.



2023 - 2025

Registration does not bear any obligation, you can cancel anytime.



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ENGLISH FOR EDUCATORS: ADVANCE YOUR CAREER (LEVEL I)

LANGUAGE: ENGLISH

CODE: ENG1

TYPE: SCHEDULED

 LOCATION	 DATES	 STATUS
PALERMO - ITALY	06.03.2023 - 10.03.2023	<u>CONFIRMED - RESERVE NOW</u>
BARCELONA - SPAIN	01.05.2023 - 05.05.2023	<u>CONFIRMED - RESERVE NOW</u>
LIMASSOL - CYPRUS	10.07.2023 - 14.07.2023	<u>CONFIRMED - RESERVE NOW</u>
PALERMO - ITALY	04.03.2024 - 08.03.2024	<u>CONFIRMED - RESERVE NOW</u>
BARCELONA - SPAIN	29.04.2024 - 03.05.2024	<u>CONFIRMED - RESERVE NOW</u>
LIMASSOL - CYPRYS	08.07.2024 - 12.07.2024	<u>CONFIRMED - RESERVE NOW</u>
PALERMO - ITALY	03.03.2025 - 07.03.2025	<u>CONFIRMED - RESERVE NOW</u>
BARCELONA - SPAIN	28.04.2025 - 02.05.2025	<u>CONFIRMED - RESERVE NOW</u>
LIMASSOL - CYPRYS	07.07.2025 - 11.07.2025	<u>CONFIRMED - RESERVE NOW</u>



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DESCRIPTION OF TRAINING CONTENT

This course is ideal for all those educators (primary & secondary teachers, university staff (academic & admin), adult educators, trainers & coaches) who want to improve their level of spoken and written English. It aims to give participants an intermediate knowledge of reading, listening, spoken and written skills in a dynamic and communicative way, through individual, pair and group work. Course participants are expected to use a combination of resources including On-line resources, a variety of media and pre-recorded and authentic texts. It is focused on writing, grammar and pronunciation of the English language.

This course is designed to prepare advanced-level non-native speakers of English for academic and professional speaking and listening activities. Emphasis is placed on learning and practicing strategies of effective oral expression and comprehension of spoken English in informal and formal settings. The course will place emphasis on strategies for effective reading and the utilisation of these strategies to improve comprehension, analytical skills, recall, and overall reading speed. Participants will gain a knowledge of grammatical structures that improves academic communication.

Upon completion, participants should be able to demonstrate improved proficiency, comprehension, and grammatical accuracy and should be able to effectively participate in activities appropriate to academic and professional settings, including the self-confidence to participate and hold business meetings.



This course although structured, is designed to be flexible and can be adapted to suit the specific needs of the participants.

Important note: *'English for Educators: advance your career (Level 1)'* course is for teachers/educators who have an Elementary (A2) or Pre-intermediate (A2/B1) level of English, according to the Common European Framework of Reference for Languages.



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MAIN AIMS

- Improve communication skills in English
- Understand the English language and develop vocabulary and pronunciation skills
- Enhance self-confidence in spoken English at an educational as well as business setting
- Seize opportunities for cooperation with peers at international level

WHY ENG1?

English is an International language used in all the aspects of communication whether spoken or written. In this era of computer science, English is the only language that is used by many universities and colleges all over the world. Moreover, English can be the basic requirement for all kind of jobs whether government or private and it is the knowledge hub for education; it is widely accepted that English language is very important when it comes to career and education.

Nowadays, there are only few universities and colleges in the world where English is not the only mean for scientific research. In universities and colleges, English is the only language used for scientific research and study. Another reason that emphasizes the importance of English language is the fact that it is very difficult for someone to go for further study outside his/her country without the knowledge of English. Furthermore, one cannot imagine global education without English; economy, politics and geography of other countries require the use and knowledge of English. Needless to mention also that the vast majority of research papers and scientific research are made in English language and that learning computer science can be possible only with the help of English language. Equally important is the use of internet in Education. Good command of English language provides a big advantage when it comes to use Google, Facebook and twitter. The same goes for search engines and social media sites, which can prove to be the best place to gain knowledge and updates about career and education; to use them someone must have some basic knowledge of English language since 50% of internet content is written in English language. Therefore, good command of English language is very important for career and education as well as for communication in today's globalized social and working environment.



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WHO TO ATTEND ENG1?

The ENG1 course is ideal for:

- School principals & directors (primary & secondary)
- Teachers (primary & secondary)
- Academic staff (tertiary)
- Directors working in a multi national environment
- Managers
- Team leaders and team members
- Professionals interested in improving their English
- Trainers delivering courses/workshops in English
- Any educator whose has an Elementary (A2) or Pre-intermediate (A2/B1) level of English



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PROGRAMME OF THE TRAINING ACTIVITIES (DAY BY DAY)

Monday

- Introduction and course overview
- Individual expectations – setting up week-long - goal setting
- Short presentation about English culture and language (video, exercise)
- Teaching techniques and methods: learning English. Pronunciation and accentuation (exercise)
- Introduction to basic grammar
- Expanding vocabulary for educators (exercise/case study)

Tuesday

- Question and Answer session for clarification of methods and grammar discussed on day 1
- Vocabulary knowledge test 'When to use 'their', 'there' for example
- Grammar session (video)
- Expanding vocabulary for educators (exercise)
- Learning techniques and methods: developing speaking skills while practicing speaking in groups and pairs
- Learning techniques and methods: developing listening and comprehensive skills using songs and videos
- Bilingual development

Wednesday

- Question and Answer session for clarification of methods and grammar discussed on day 2
- Listening session (exercise)
- Expanding vocabulary for educators
- Understand the main ideas of basic text on both concrete and abstract topics, including technical discussions in participants' fields
- Learning techniques and methods: developing reading skills using text books and storytelling (case study/exercise)



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Thursday

- Question and Answer session for clarification of methods and grammar discussed on day 3
- Reading session - 'Reluctant readers, motivation and self-esteem'
- Expanding vocabulary for educators (exercise)
- ICT in teaching languages: various methods and resources
- Carrying out weeks' task: Developing ones' learning plan including methodology and materials

Friday

- Using English in Formal settings – i.e. meetings, classroom, lecturing/ conferences
- Body language (exercise)
- Delivery and Feedback
- Summary – goals review
- Reflections - Evaluation





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METHODOLOGY OF THE COURSE – ADDED VALUE

The course methodology will ensure the active involvement of the participants in all phases, that is, prior, during and after the delivery of the course. More specifically, upon confirmation that the course will take place, the participants will receive preparatory material (if needed), which will cover all important concepts to be presented during the delivery of the course. The participants will have the opportunity to exchange feedback with the organiser of the course, ShipCon, and the trainer as well as to request any clarification related to the content of the course.

The methodology of the training is based on a combination of three important elements:

- Provision of knowledge required (theory)
- Use of training tools, such as case studies, videos, games, animations & exercises (practice – hands on experience)
- Feedback/reflection (review)

During the delivery of the course, the participants will receive hard copy material, which will cover the content to be presented in all five (5) days of the seminar. The material will be presented in a form of Power Point (PPT) presentations, videos & animations. Moreover, the active involvement and hands on experience of the participants will be secured through various training tools, such as case studies, worksheets, scenarios & exercises. These training tools are necessary to ensure that the theoretical knowledge gained by the participants can be used in real life scenarios; an important aspect & added value for any training course.

At the final day of the course, the participants will have the opportunity to reflect on the information received and the experience gained in the specific field of study. Moreover, the participants and their institutions will be encouraged to be members of ShipCon 'Network of Excellence', an international hub and forum for entrepreneurs & innovators to exchange ideas, novel concepts/approaches & best practices in the area of environment and education.



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BENEFITS TO PARTICIPANTS – SKILLS & COMPETENCES

The course is ideal for a wide range of educators/teachers and professionals who wish to improve their English language skills. 'English for Educators: advance your career (Level I)' course is for teachers/educators who have an Elementary (A2) or Pre-intermediate (A2/B1) level of English and wish to improve their oral fluency in English as well as their capability to participate actively in business meetings, where English is the official working language.

Upon completion, participants in this course will be able to:

- Improve their oral fluency in English including phrasing, intonation and rhythm
- Speak English more articulately
- Be capable to participate in business meetings where English is the official language
- Gain self-confidence in speaking in formal settings where English is the working language.

CERTIFICATIONS AWARDED

- Certificate of attendance & certificate of competence (skills & competences required – Europass CV)
- Europass mobility certificates – to be issued by the applicant's National Authority (NA)



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ENGLISH FOR EDUCATORS: ADVANCE YOUR CAREER (LEVEL II)

LANGUAGE: ENGLISH

CODE: ENG2

TYPE: SCHEDULED

 LOCATION	 DATES	 STATUS
PALERMO - ITALY	13.03.2023 - 17.03.2023	<u>CONFIRMED - RESERVE NOW</u>
SPLIT - CROATIA	17.04.2023 - 21.04.2023	<u>CONFIRMED - RESERVE NOW</u>
BARCELONA - SPAIN	08.05.2023 - 12.05.2023	<u>CONFIRMED - RESERVE NOW</u>
LIMASSOL - CYPRUS	17.07.2023 - 21.07.2023	<u>CONFIRMED - RESERVE NOW</u>
PALERMO - ITALY	11.03.2024 - 15.03.2024	<u>CONFIRMED - RESERVE NOW</u>
SPLIT - CROATIA	29.04.2024 - 03.05.2024	<u>CONFIRMED - RESERVE NOW</u>
BARCELONA - SPAIN	06.05.2024 - 10.05.2024	<u>CONFIRMED - RESERVE NOW</u>
LIMASSOL - CYPRUS	15.07.2024 - 19.07.2024	<u>CONFIRMED - RESERVE NOW</u>
PALERMO - ITALY	10.03.2025 - 14.03.2025	<u>CONFIRMED - RESERVE NOW</u>
SPLIT - CROATIA	14.04.2025 - 18.04.2025	<u>CONFIRMED - RESERVE NOW</u>



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 LOCATION	 DATES	 STATUS
BARCELONA - SPAIN	05.05.2025 - 09.05.2025	<u>CONFIRMED - RESERVE NOW</u>
LIMASSOL - CYPRUS	14.07.2025 - 18.07.2025	<u>CONFIRMED - RESERVE NOW</u>



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DESCRIPTION OF TRAINING CONTENT

This course is ideal for all those educators (primary & secondary teachers, university staff (academic & admin), adult educators, trainers & coaches) who want to improve their level of spoken and written English. It aims to give participants an intermediate knowledge of reading, listening, spoken and written skills in a dynamic and communicative way, through individual, pair and group work. Course participants are expected to use a combination of resources including On-line resources, a variety of media and pre-recorded and authentic texts. It is focused on writing, grammar and pronunciation of the English language.

This course is designed to prepare advanced-level non-native speakers of English for academic and professional speaking and listening activities. Emphasis is placed on learning and practicing strategies of effective oral expression and comprehension of spoken English in informal and formal settings. The course will place emphasis on strategies for effective reading and the utilisation of these strategies to improve comprehension, analytical skills, recall, and overall reading speed. Participants will gain a knowledge of grammatical structures that improves academic communication.

Upon completion, participants should be able to demonstrate improved proficiency, comprehension, and grammatical accuracy and should be able to effectively participate in activities appropriate to academic and professional settings, including the self-confidence to participate and hold business meetings.

This course although structured, is designed to be flexible and can be adapted to suit the specific needs of the participants.

Important note: *'English for Educators: advance your career (Level II)'* course is for teachers/educators who have an Intermediate (B1) level of English, according to the Common European Framework of Reference for Languages. Participants may opt to attend first the *'English for Educators: advance your career (Level I)'* course followed by *'English for Educators: advance your career (Level II)'* course, as back to back courses (two weeks in a row at the same location) or at different dates & locations.



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MAIN AIMS

- Improve communication skills in English
- Understand the English language and develop vocabulary and pronunciation skills
- Enhance self-confidence in spoken English at an educational as well as business setting
- Seize opportunities for cooperation with peers at international level

WHY ENG2?

English is an International language used in all the aspects of communication whether spoken or written. In this era of computer science, English is the only language that is used by many universities and colleges all over the world. Moreover, English can be the basic requirement for all kind of jobs whether government or private and it is the knowledge hub for education; it is widely accepted that English language is very important when it comes to career and education.

Nowadays, there are only few universities and colleges in the world where English is not the only mean for scientific research. In universities and colleges, English is the only language used for scientific research and study. Another reason that emphasizes the importance of English language is the fact that it is very difficult for someone to go for further study outside his/her country without the knowledge of English. Furthermore, one cannot imagine global education without English; economy, politics and geography of other countries require the use and knowledge of English. Needless to mention also that the vast majority of research papers and scientific research are made in English language and that learning computer science can be possible only with the help of English language. Equally important is the use of internet in Education. Good command of English language provides a big advantage when it comes to use Google, Facebook and twitter. The same goes for search engines and social media sites, which can prove to be the best place to gain knowledge and updates about career and education; to use them someone must have some basic knowledge of English language since 50 % of internet content is written in English language. Therefore, good command of English language is very important for career and education as well as for communication in today's globalized social and working environment.



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WHO TO ATTEND ENG2?

The ENG2 course is ideal for:

- School principals & directors (primary & secondary)
- Teachers (primary & secondary)
- Academic staff (tertiary)
- Directors working in a multi national environment
- Managers
- Team leaders and team members
- Professionals interested in improving their English
- Trainers delivering courses/workshops in English
- Any educator whose has Intermediate (B1) level of English



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PROGRAMME OF THE TRAINING ACTIVITIES (DAY BY DAY)

Monday

- Introduction and course overview
- Enriching English skills (exercise) - 'From listening to writing'
- Presentation and evaluation of homework
- Revision of grammar knowledge using a Case study. Vicki's Story
- Expanding vocabulary for educators - Moving from writing to delivering in a formal setting.
- Learning techniques and methods: improving speaking and listening skills through oral practice and the use of contemporary written, aural and audio-visual materials representing selected situations. Activity learning using a selection of hands on activities to consolidate learning.

Tuesday

- Question and Answer session for clarification of methods and grammar discussed on day 1
- Communicative lesson – creating an engaging class
- Reading session, shared and Guided reading, Building confidence
- Expanding vocabulary for educators, resources given out to reflect learning
- Learning techniques and methods: improving reading and writing skills through the use of contemporary written materials – short stories, dealing with aspects of contemporary English life and society





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Wednesday

- Question and Answer session for clarification of methods and grammar discussed on day 2
- Listening session - recognising the use of grammar in speech, examination of texts relating to video and audio texts
- Expanding vocabulary for educators - Different types of writing / text, i.e., Non-chronological writing, recount, persuasive writing, Narrative writing, explanation writing, instruction writing, discussion writing, Look at creative ways of writing these texts and the important vocabulary to be used.
- Learning techniques and methods: exploring how some art work can be used to develop language skills (activity)

Thursday

- Question and Answer session for clarification of methods discussed on day 3
- Writing session
- Expanding vocabulary for educators, how to become a proficient speller, developing confident and proficient spellers through activities and games
- ICT in teaching languages: various methods and resources (social media, blogging)
- Carrying out weeks' task: Developing ones' learning plan including methodology and materials
- Summary, course evaluation and closure

Friday

- From infant to adult - Reflecting back at the stages in which we learn and understanding the English language
- Target setting and assessment
- Hand out Resources
- Reflection of the course and revisit flip chart to check objectives and achievements
- Course evaluation



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METHODOLOGY OF THE COURSE – ADDED VALUE

The course methodology will ensure the active involvement of the participants in all phases, that is, prior, during and after the delivery of the course. More specifically, upon confirmation that the course will take place, the participants will receive preparatory material (if needed), which will cover all important concepts to be presented during the delivery of the course. The participants will have the opportunity to exchange feedback with the organiser of the course, ShipCon, and the trainer as well as to request any clarification related to the content of the course.

The methodology of the training is based on a combination of three important elements:

- Provision of knowledge required (theory)
- Use of training tools, such as case studies, videos, games, animations & exercises (practice – hands on experience)
- Feedback/reflection (review)

During the delivery of the course, the participants will receive hard copy material, which will cover the content to be presented in all five (5) days of the seminar. The material will be presented in a form of Power Point (PPT) presentations, videos & animations. Moreover, the active involvement and hands on experience of the participants will be secured through various training tools, such as case studies, worksheets, scenarios & exercises. These training tools are necessary to ensure that the theoretical knowledge gained by the participants can be used in real life scenarios; an important aspect & added value for any training course.

At the final day of the course, the participants will have the opportunity to reflect on the information received and the experience gained in the specific field of study. Moreover, the participants and their institutions will be encouraged to be members of ShipCon 'Network of Excellence', an international hub and forum for entrepreneurs & innovators to exchange ideas, novel concepts/approaches & best practices in the area of environment and education.



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BENEFITS TO PARTICIPANTS – SKILLS & COMPETENCES

The course is ideal for a wide range of educators/teachers and professionals who wish to improve their English language skills. 'English for Educators: advance your career (Level II)' course is for teachers/educators who have an Intermediate (B1) level of English and wish to improve their oral fluency in English as well as their capability to participate actively in business meetings, where English is the official working language.

Upon completion, participants in this course will be able to:

- Improve their oral fluency in English including phrasing, intonation and rhythm
- Speak English more articulately
- Be capable to participate in business meetings where English is the official language
- Gain self-confidence in speaking in formal settings where English is the working language
- Lead/manage effectively multi national working environments
- Present working papers & presentations in seminars, conferences & symposia

CERTIFICATIONS AWARDED

- Certificate of attendance & certificate of competence (skills & competences required – Europass CV)
- Europass mobility certificates – to be issued by the applicant's National Authority (NA)



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ENGLISH FOR EDUCATORS: ADVANCE YOUR CAREER (LEVEL III)

(BUSINESS ENGLISH & MANAGEMENT)

LANGUAGE: ENGLISH

CODE: ENG3

TYPE: SCHEDULED

 LOCATION	 DATES	 STATUS
LIMASSOL - CYPRUS	24.07.2023 - 28.07.2023	<u>CONFIRMED - RESERVE NOW</u>
BARCELONA - SPAIN	06.11.2023 - 10.11.2023	<u>CONFIRMED - RESERVE NOW</u>
LIMASSOL - CYPRUS	22.07.2024 - 26.07.2024	<u>CONFIRMED - RESERVE NOW</u>
BARCELONA - SPAIN	04.11.2024 - 08.11.2024	<u>CONFIRMED - RESERVE NOW</u>
LIMASSOL - CYPRUS	21.07.2025 - 25.07.2025	<u>CONFIRMED - RESERVE NOW</u>
BARCELONA - SPAIN	03.11.2025 - 07.11.2025	<u>CONFIRMED - RESERVE NOW</u>



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DESCRIPTION OF TRAINING CONTENT

This course is ideal for all those educators (primary & secondary teachers, university staff (academic & admin), adult educators, trainers & coaches) who want to improve their level of spoken and written English **and they are at managerial positions at their schools and/or institutions.** The course aims to give participants an intermediate knowledge of reading, listening, spoken and written skills in a dynamic and communicative way, through individual, pair and group work **with emphasis on the skills necessary for anyone at managerial position.** Course participants are expected to use a combination of resources including On-line resources, a variety of media and pre-recorded and authentic texts. It is focused on writing, grammar and pronunciation of the English language.

This course is designed to prepare advanced-level non-native speakers of English for academic and professional speaking and listening activities. Emphasis is placed on learning and practicing strategies of effective oral expression and comprehension of spoken English in informal and formal settings. The course will place emphasis on strategies for effective reading and the utilisation of these strategies to improve comprehension, analytical skills, recall, and overall reading speed. Participants will gain a knowledge of grammatical structures that improves academic communication.

Moreover, the course is designed to include a series of discussions on specific skills needed by anyone at a managerial role, as follows:

- **Conflict resolution**
- **Negotiation**
- **Communication**
- **Business ethics and managerial duties**
- **Delegation of tasks**
- **Teamwork**
- **Problem Solving**
- **Decision Making**
- **Strategic Thinking**



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Upon completion, participants should be able to demonstrate improved proficiency, comprehension, and grammatical accuracy and should be able to effectively participate in activities appropriate to academic and professional settings, including the self-confidence to participate and hold business meetings. **Participants will also be able to demonstrate in depth understanding of the most important skills needed by managers and team leaders at any working environment. Therefore, this course aims at those individuals who wish to improve their level of spoken and written English and they are at managerial positions at their schools and/or institutions.**

This course although structured, is designed to be flexible and can be adapted to suit the specific needs of the participants.

Important note: **'English for Educators: advance your career (Level III)' course is for teachers/educators who have an Intermediate (B2) level of English, according to the Common European Framework of Reference for Languages. Participants may opt to attend first the 'English for Educators: advance your career (Level II)' course followed by 'English for Educators: advance your career (Level III)' course, as back to back courses (two weeks in a row at the same location) or at different dates & locations.**



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SHIPCON

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MAIN AIMS

- Improve communication skills in English
- Understand the English language and develop vocabulary and pronunciation skills
- Enhance self-confidence in spoken English at an educational as well as business setting
- Seize opportunities for cooperation with peers at international level
- **In depth understanding of the most important managerial skills**

WHY ENG3?

English is an International language used in all the aspects of communication whether spoken or written. In this era of computer science, English is the only language that is used by many universities and colleges all over the world. Moreover, English can be the basic requirement for all kind of jobs whether government or private and it is the knowledge hub for education; it is widely accepted that English language is very important when it comes to career and education.

Nowadays, there are only few universities and colleges in the world where English is not the only mean for scientific research. In universities and colleges, English is the only language used for scientific research and study. Another reason that emphasizes the importance of English language is the fact that it is very difficult for someone to go for further study outside his/her country without the knowledge of English. Furthermore, one cannot imagine global education without English; economy, politics and geography of other countries require the use and knowledge of English. Needless to mention also that the vast majority of research papers and scientific research are made in English language and that learning computer science can be possible only with the help of English language. Equally important is the use of internet in Education. Good command of English language provides a big advantage when it comes to use Google, Facebook and twitter. The same goes for search engines and social media sites, which can prove to be the best place to gain knowledge and updates about career and education; to use them someone must have some basic knowledge of English language since 50 % of internet content is written in English language. Therefore, good command of English language is very important for career and education as well as for communication in today's globalized social and working environment.



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This course is ideal to all those who wish to improve their Business English while being at managerial positions in their institutions. It can be combined with the General Business English course, titled, 'English for Educators: advance your career (Level II)' course, as back-to-back courses at the same location or even at different dates and locations.

WHO TO ATTEND ENG3?

The ENG3 course is ideal for:

- Teachers (primary & secondary)
- Academic staff (tertiary)
- Directors working in a multi national environment
- Managers
- Team leaders and team members
- School principals & directors (primary & secondary)
- Professionals interested in improving their English
- Trainers delivering courses/workshops in English
- Any educator or employee with Intermediate (B2) level of English



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PROGRAMME OF THE TRAINING ACTIVITIES (DAY BY DAY)

Monday

- Introduction and course overview
- Individual expectations – setting up the course goals
- Growing business vocabulary: discuss each participant's choice of the profession. Discover specialties and professions, activities at work, description of a workday and presentation of their work tasks.
- Presentation of CVs: past work experiences and future career goals. Emphasis on the correct and fluid use of past and future verbal structures.
- Setting up the task for individual or group presentations for the final day: Build your dream business

Tuesday

- Question and Answer session for clarification of methods and language structures discussed on day 1
- Learning techniques and methods: tactics and key structures in negotiating to make proposals, bargain and reach a deal
- Discuss conflicting interests in the workplace using previously learnt vocabulary and comparison structures
- Role play exercises to work on negotiation skills to reach a decision or compromise
- Expanding professional vocabulary; organising and running a meeting or conference call





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Wednesday

- Question and Answer session for clarification of methods and language structures discussed on day 2
- Topic: Communication in the workplace: vocabulary on emotions and feelings
- Reading exercise: what makes a good manager. Focus on words and phrases related to management at workplace.
- Discussion on business ethics and managerial duties: effects of corruption and discrimination in the workplace
- Listening session (exercise)
- Expanding professional vocabulary; building sentences around self-expression and core values.

Thursday

- Question and Answer session for clarification of methods and language structures discussed on day 3
- Learning techniques and methods: phrasal verbs in business
- Reading session (exercise)
- Practicing business vocabulary (exercise)
- Discussion on task Delegation, Teamwork and Problem Solving at workplace
- Expanding professional vocabulary; competition in business and idioms for the workplace
- Carrying out the week's task: "build your dream business".

Friday

- Building self-confidence; using English in formal settings – i.e. business meetings, business correspondence, lectures, conferences, debates, being a key speaker
- Discussion on Decision Making and Strategic Thinking at workplace
- Body language (exercise)
- Delivery and Feedback
- Summary – goals review
- Reflections – Evaluation



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METHODOLOGY OF THE COURSE – ADDED VALUE

The course methodology will ensure the active involvement of the participants in all phases, that is, prior, during and after the delivery of the course. More specifically, upon confirmation that the course will take place, the participants will receive preparatory material (if needed), which will cover all important concepts to be presented during the delivery of the course. The participants will have the opportunity to exchange feedback with the organiser of the course, ShipCon, and the trainer as well as to request any clarification related to the content of the course.

The methodology of the training is based on a combination of three important elements:

- Provision of knowledge required (theory)
- Use of training tools, such as case studies, videos, games, animations & exercises (practice – hands on experience)
- Feedback/reflection (review)

During the delivery of the course, the participants will receive hard copy material, which will cover the content to be presented in all five (5) days of the seminar. The material will be presented in a form of Power Point (PPT) presentations, videos & animations. Moreover, the active involvement and hands on experience of the participants will be secured through various training tools, such as case studies, worksheets, scenarios & exercises. These training tools are necessary to ensure that the theoretical knowledge gained by the participants can be used in real life scenarios; an important aspect & added value for any training course.

At the final day of the course, the participants will have the opportunity to reflect on the information received and the experience gained in the specific field of study. Moreover, the participants and their institutions will be encouraged to be members of ShipCon 'Network of Excellence', an international hub and forum for entrepreneurs & innovators to exchange ideas, novel concepts/approaches & best practices in the area of environment and education.



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BENEFITS TO PARTICIPANTS – SKILLS & COMPETENCES

The course is ideal for a wide range of educators/teachers and professionals who wish to improve their English language skills while being at managerial positions within their schools/institutions. 'English for Educators: advance your career (Level III)' course is for teachers/educators with an Intermediate (B2) level of English.

Upon completion, participants in this course will be able to:

- Improve their oral fluency in English including phrasing, intonation and rhythm
- Speak English more articulately
- Be capable to participate in business meetings where English is the official language
- Gain self-confidence in speaking in formal settings where English is the working language.
- Lead/manage effectively multi national working environments
- Present working papers & presentations in seminars, conferences & symposia

CERTIFICATIONS AWARDED

- Certificate of attendance & certificate of competence (skills & competences required – Europass CV)
- Europass mobility certificates – to be issued by the applicant's National Authority (NA)



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ENGLISH FOR EDUCATORS: ADVANCE YOUR CAREER (LEVEL IV)

LANGUAGE: ENGLISH

CODE: ENG4

TYPE: SCHEDULED

 LOCATION	 DATES	 STATUS
LIMASSOL - CYPRUS	31.07.2023 - 04.08.2023	<u>CONFIRMED - RESERVE NOW</u>
BARCELONA - SPAIN	13.11.2023 - 17.11.2023	<u>CONFIRMED - RESERVE NOW</u>
LIMASSOL - CYPRUS	29.07.2024 - 02.08.2024	<u>CONFIRMED - RESERVE NOW</u>
BARCELONA - SPAIN	11.11.2024 - 15.11.2024	<u>CONFIRMED - RESERVE NOW</u>
LIMASSOL - CYPRUS	28.07.2025 - 01.08.2025	<u>CONFIRMED - RESERVE NOW</u>
BARCELONA - SPAIN	10.11.2025 - 14.11.2025	<u>CONFIRMED - RESERVE NOW</u>



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DESCRIPTION OF TRAINING CONTENT

This course is ideal for all those educators (primary & secondary teachers, university staff (academic & admin), adult educators, trainers & coaches) who want to improve their level of spoken and written English **and they are at a leadership or executive position at their schools and/or institutions.** It aims to give participants an intermediate knowledge of reading, listening, spoken and written skills in a dynamic and communicative way, through individual, pair and group work. Course participants are expected to use a combination of resources including On-line resources, a variety of media and pre-recorded and authentic texts. It is focused on writing, grammar and pronunciation of the English language.

This course is designed to prepare advanced-level non-native speakers of English for academic and professional speaking and listening activities. Emphasis is placed on learning and practicing strategies of effective oral expression and comprehension of spoken English in informal and formal settings. The course will place emphasis on strategies for effective reading and the utilisation of these strategies to improve comprehension, analytical skills, recall, and overall reading speed. Participants will gain a knowledge of grammatical structures that improves academic communication.

Upon completion, participants should be able to demonstrate improved proficiency, comprehension, and grammatical accuracy and should be able to effectively participate in activities appropriate to academic and professional settings, including the self-confidence to participate and hold business meetings.

Moreover, the course is designed to include a series of discussions on specific skills needed by anyone at a leadership or executive role, as follows:

- **Relationship building**
- **Empathy and emotional intelligence**
- **Communication**
- **Business ethics**
- **Trustworthiness**
- **Consistency**
- **Strategic thinking & vision**



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This course although structured, is designed to be flexible and can be adapted to suit the specific needs of the participants.

Important note: **'English for Educators: advance your career (Level IV)' course is for teachers/educators who have an Intermediate (B2) level of English, according to the Common European Framework of Reference for Languages. Participants may opt to attend 'English for Educators: advance your career (Level II)' (General Business English) and/or 'English for Educators: advance your career (Level III)' (General Business English & Management) course, as back-to-back courses or at different dates & locations.**

MAIN AIMS

- Improve communication skills in English
- Understand the English language and develop vocabulary and pronunciation skills
- Enhance self-confidence in spoken English at an educational as well as business setting
- Seize opportunities for cooperation with peers at international level
- **In depth understanding of the most important leadership skills and the difference between leadership and management.**



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WHY ENG4?

English is an International language used in all the aspects of communication whether spoken or written. In this era of computer science, English is the only language that is used by many universities and colleges all over the world. Moreover, English can be the basic requirement for all kind of jobs whether government or private and it is the knowledge hub for education; it is widely accepted that English language is very important when it comes to career and education.

Nowadays, there are only few universities and colleges in the world where English is not the only mean for scientific research. In universities and colleges, English is the only language used for scientific research and study. Another reason that emphasizes the importance of English language is the fact that it is very difficult for someone to go for further study outside his/her country without the knowledge of English. Furthermore, one cannot imagine global education without English; economy, politics and geography of other countries require the use and knowledge of English. Needless to mention also that the vast majority of research papers and scientific research are made in English language and that learning computer science can be possible only with the help of English language. Equally important is the use of internet in Education. Good command of English language provides a big advantage when it comes to use Google, Facebook and twitter. The same goes for search engines and social media sites, which can prove to be the best place to gain knowledge and updates about career and education; to use them someone must have some basic knowledge of English language since 50% of internet content is written in English language. Therefore, good command of English language is very important for career and education as well as for communication in today's globalized social and working environment.

This course is ideal to all those who wish to improve their Business English while being at leadership or executive positions in their institutions. It can be combined with the 'English for Educators: advance your career (Level II)' (General Business English) and/or 'English for Educators: advance your career (Level III)' (General Business English & Management) course, as back-to-back courses or at different dates & locations.



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WHO TO ATTEND ENG4?

The ENG4 course is ideal for:

- School principals & directors (primary & secondary)
- Executives and all those in upper management positions
- Directors working in a multi national environment
- Team leaders and team members
- Academic staff (tertiary)
- Teachers (primary & secondary)
- Managers
- Professionals interested in improving their English
- Trainers delivering courses/workshops in English
- Any educator whose has Intermediate (B2) level of English



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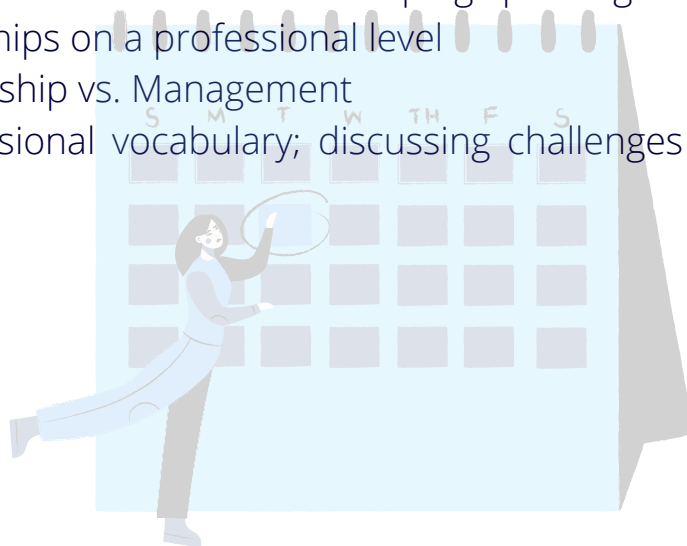
PROGRAMME OF THE TRAINING ACTIVITIES (DAY BY DAY)

Monday

- Introduction and course overview
- Individual expectations – setting up the course goals
- Business in a cross-cultural environment. Cultural etiquette of different countries.
- Grammar practice: modals past and present + conditionals
- Expanding professional vocabulary; idioms in business
- Topic: Women in History & Women in Business: discussion around female CEOs around the world
- Reading session on gender history (listening exercise and debate)

Tuesday

- Question and Answer session for clarification of methods and language structures discussed on day 1
- Topic: Creating stronger connections to enhance your business relationships: idiomatic language
- Listening exercise on building connection at the workplace with your team or people outside of your direct professional circle
- Learning techniques and methods: developing speaking skills with Human Resources, describing relationships on a professional level
- Discussion: Leadership vs. Management
- Expanding professional vocabulary; discussing challenges and emotions, behaviour and feelings





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Wednesday

- Question and Answer session for clarification of methods and language structures discussed on day 2
- Topic: working remotely vs working from the office? Should working from home be the new normal?
- Debate to grow on oral expression of these pros and cons of home office life
- Learning techniques and methods: benefits of networking to grow businesses, careers and job hunting
- Discussion: Team Building, relationship building & the importance of empathy for a leader
- Roleplay exercise on processes in the workplace: interviewing or firing someone

Thursday

- Question and Answer session for clarification of methods and language structures discussed on day 3
- Discussion: importance of trustworthiness and consistency for a leader
- Final preparations for the team projects.
- Project presentations, class feedback + Q&A, written and personal evaluation from the trainer on language skills (oral and written) delivered by participants. Analysis of individual improvement in language skills as well as self-confidence speaking in front of others.

Friday

- Final project presentations, class feedback + Q&A, written and personal evaluation from the trainer on language skills (oral and written) delivered by participants. Analysis of individual improvement in language skills as well as self confidence speaking in front of others.
- Body language (exercise)
- Delivery and Feedback
- Summary – goals review
- Reflections – Evaluation



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METHODOLOGY OF THE COURSE – ADDED VALUE

The course methodology will ensure the active involvement of the participants in all phases, that is, prior, during and after the delivery of the course. More specifically, upon confirmation that the course will take place, the participants will receive preparatory material (if needed), which will cover all important concepts to be presented during the delivery of the course. The participants will have the opportunity to exchange feedback with the organiser of the course, ShipCon, and the trainer as well as to request any clarification related to the content of the course.

The methodology of the training is based on a combination of three important elements:

- Provision of knowledge required (theory)
- Use of training tools, such as case studies, videos, games, animations & exercises (practice – hands on experience)
- Feedback/reflection (review)

During the delivery of the course, the participants will receive hard copy material, which will cover the content to be presented in all five (5) days of the seminar. The material will be presented in a form of Power Point (PPT) presentations, videos & animations. Moreover, the active involvement and hands on experience of the participants will be secured through various training tools, such as case studies, worksheets, scenarios & exercises. These training tools are necessary to ensure that the theoretical knowledge gained by the participants can be used in real life scenarios; an important aspect & added value for any training course.

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