








English for School Administration and Non-Teaching Staff

By [Gillian Cooke](#)

Course details

-  One week course
-  Starting from 480€ (Cultural activities included)*
-  Min. 4 - max. 14 participants
-  Certificate of attendance included (80% of attendance required)
-  Available in [Athens](#), [Barcelona](#), [Dublin](#) and [Florence](#)

* A 60 € late registration fee will be applied if you register less than 8 weeks before the course start date.

Course description

Are you an administrative looking to strengthen your English language skills, whether for personal or professional reasons?

Then this is the course for you. Teachers aren't the only ones who need help with their English!

The course is designed to meet the needs of administrative staff and other professionals working in language schools and educational establishments who wish to undertake administrative tasks in English, both orally and in written form.

The basic aim of English for Administrative Staff is to help admin staff to develop productive and receptive language skills in English, while at the same time focusing on the central need of administrative staff: to receive and to transmit information precisely and efficiently.

With a native English speaker for a teacher, you will cover topics common to typical office activities, as well as more personal areas related to office work, such as socialising or greeting visitors and making them feel comfortable, talking about office tasks and the qualities and abilities of administrative staff.

The courses will offer you the occasion to discuss topics among your interests, and gain confidence in reading, writing, and speaking the English language.

You will also meet your colleagues that work in education from other countries and make lasting connections to continue practicing your English even after completing the course.

Course code LANG.1.EADM- <https://www.teacheracademy.eu/course/english-for-school-staff/>- Last update 08/03/2023



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The course will also offer you the chance to discover the Erasmus+ culture and visit a new city! Explore the culture and history of the country, and develop your sense of belonging to Europe.

Learning outcomes

The course will help the participants to:

- Improve English vocabulary, grammar, pronunciation, and conversational skills;
- Undertake administrative tasks requiring the use of English more effectively and confidently;
- Develop productive and receptive skills in English in order to be able to carry out their job efficiently;
- Feel more confident in dealings with visitors, members of school/ college staff, parents and students both orally and in writing;
- Immerse in local history and culture;
- Meet colleagues that work in education from other countries in Europe and around the world;
- Acquire first-hand experience as a student to better connect with the students in your school.

Tentative schedule

Day 1 – Course introduction

- Introduction to the course, the school, and the external week activities;
- Icebreaker activities;
- Presentations of the participants' schools;
- Identification of needs and goals for each participant and relevant populations.
- Functional language: How can I help you?
- Knowing the right thing to say to whom.

Day 2 – Stepping into English grammar and vocabulary

- English grammar and vocabulary;
- Job description: What do you do?;
- Elements of the job: describing the job and how to do it;
- Conversation practice.





Day 3 – Conversational skills

- Speaking and listening skills;
- Who’s calling? Conversation over the phone;
- Conversation practice.

Day 4 – Working with texts

- Reading and learning to learn;
- Paraphrasing and saying exactly what you mean;
- Instructions, directions and using prepositions;
- Conversation practice.

Day 5 – Interacting with the community

- Giving and understanding messages;
- Useful sources to continue your English journey;
- Conversation practice.

Day 6 – Course closure and cultural activities

- Course evaluation: round-up of acquired competencies, feedback, and discussion.
- Awarding of the course Certificate of Attendance.
- Excursion and other external cultural activities.

*The schedule describes likely activities but may differ significantly based on the requests of the participants, and the trainer delivering the specific session. Course modifications are subject to the trainer’s discretion. If you would like to discuss a specific topic, please indicate it at least 4 weeks in advance.

Our courses usually include two cultural activities. Further information is available on the webpage of each course location.





About the provider

With more than 250 courses available all over Europe and more than 12.000 participants per year, Europass is the largest network of high-quality providers of teacher training courses.

In every Europass Academy, trainers of diverse experiences and backgrounds are ready to foster human and professional connections among educators, all while delivering high-quality, innovative courses.

Furthermore, thanks to the hands-on, collaborative nature of the Europass courses, plenty of opportunities to start new projects and lifelong friendships are given.

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