

# English for school and university administration – workshop

- Erasmus Plus training –

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.

We will work with real university documents, using current socio-political situations and discussing current issues. Each day of the workshop includes the development of vocabulary, group work, discussion, and the drama method during exercises.

## Program outline

**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.

Fee - **350 euro** (5 days, 40 hours of classes). We do not cover the cost of accommodation and meals. Payment method - bank transfer.

**Fee deadline** - one month before the training starts; in exceptional circumstances, we agree to a later payment.

We provide the payment data in response to your e-mail. We issue appropriate bills and invoices, as well as certificates of participation.

The exact address of the training location – if not given now - will be known 3 weeks before it starts at least. You may find it attached to the training calendar.

For a group of at least 5 people, individual dates and different places of training are possible.

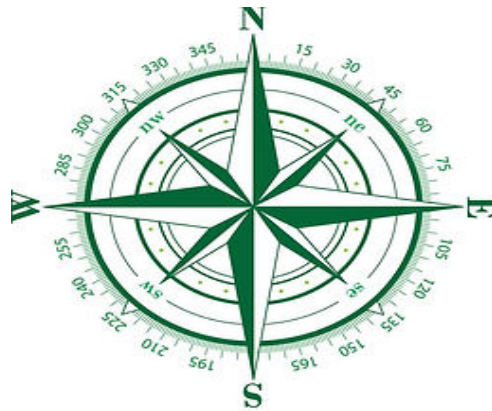
If you need details – **check the calendar or write to us:**

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or

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