

Erasmus+ courses for Higher Education Staff



CES is a multi-award-winning English language school with over 40 years' experience. CES is located in Ireland, UK and Canada and is a market leader in Teacher Training and exam courses.

Our Erasmus courses for Higher Education Staff are designed to meet the professional development needs of Third Level of University staff who are increasingly require to communicate in English. If you work in a Higher Education institution as an academic, reseracher, teacher or administrator we can offer you a course to suit your professional requirements. Our courses are delivered by a team of highly-qualified and experienced trainers, who give guidance, support and feedback to all participants.

Start dates 2025:

7th/21st July- English for the Higher Education Workplace

14th July- Mindfulness for Academic Staff

21st April/7th/14th/21st July - Content and Language Integrated Learning (CLIL)

7th April/5th May/7th/14th/21st July/11th Aug/1st Sept - Methodology & Language Development

CES Organisation ID (OID): E10019130

For further information and availability, please contact: suzanne@ces-schools.com

English for the Higher Education Workplace

Course Overview

This is a language development course aimed at professionals in an educational workplace. This course will focus on communicative skills development through practical workshops, role plays and the introduction of functional language and vocabulary.

Course Aims

This course will aim to meet the course participants' language needs and to give them the support to develop their communication skills in writing and speaking, enabling them to effectively liaise across a range of media in an international setting.

Who is this course suitable for?

This course is suitable for professionals working in Universities and Higher Education Institutions who are increasingly using English in their day-to-day interactions. Course participants will develop their skills in English to enable them to communicate with peers, students, managers, and external stakeholders confidently and accurately.

What is in this course?

The course is primarily focused on developing communication skills; however, the scheduling of this course is quite flexible due to the nature of it being tied to the needs of the participants. The needs analysis aspect of this course is crucial as the outcome of this will constitute the primary content which the course participants will engage with.



Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 – 11.00	Introduction and Needs Analysis	Dealing with problems and complaints using intonation	Answering and composing emails	Handling telephone conversations	Roleplay customer service situations and scenarios
11.00 – 11.20	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break
11.20 – 13.00	Communicating with colleagues and students	Language and phrases for planning and scheduling	Language for dealing with problems on the <u>telephone</u>	Language for customer service	Student choice of areas identified during the week
13.00 – 14.00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
14.00 – 16.30	Free Afternoon/ Social Programme	Cultural Awareness: Irish History and Politics	Free Afternoon/ Social Programme	Cultural Awareness: The Irish Third Level System	Free Afternoon/ Social Programme

Mindfulness for Academic Staff

Course Overview

This course will look to move away from the traditional academic format of most training courses and begin to explore the ever-important topics of wellbeing, burnout, mindfulness and mental health for those working in Higher Education

Course Aims

The course will aim to create a general awareness among Higher Education Staff of their own holistic development and allow each course participant to share strategies that help them on a day-to-day basis. We aim to encourage reflection and identify factors that may cause burnout or have a negative effect on our mental health and wellbeing. This course will provide a safe space where participants will be able to openly express themselves without judgement, and be supported, both by the trainer and their fellow participants, on their journey to creating a mindful practice tailored to them.



Who is this course suitable for?

This course is suitable for professionals working in Universities and Higher Education Institutions who are looking to incorporate more mindful actions into their day-to-day work life. Course participants will be presented with strategies and practical tools to look after their own wellbeing and mental health both in and outside the workplace.

What is in this course?

We will look at some of the theory behind key areas of mindfulness and mental health in an education setting. We will look at some of the practical advice suggested by experts to help us in each area and think about how it can be practically applied in a way that works for each individual on the course. Above all, the course offers participants the opportunity to share their thoughts and concerns with like-minded individuals.

Timetable

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 – 11.00	Introduction and Needs Analysis	Dealing with Motivation and Behaviour	Reducing Friction Factors in the Workplace	Setting Boundaries: Learning to say 'NO'	Techniques for Holistic Development
11.00 – 11.20	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break
11.20 – 13.00	Burnout in Education: Key Indicators	Anticipating Problems and Creating Solutions	The Power of Language: Changing your Mindset	Mindfulness Strategies: Knowledge Share Session	Making Plans for My Mindfulness Practice
13.00 – 14.00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
14.00 – 16.30	Free Afternoon/ Social Programme	Cultural Awareness: Irish History and Politics	Free Afternoon/ Social Programme	Cultural Awareness: The Irish Third Level System	Free Afternoon/ Social Programme

Content and Language Integrated Learning (CLIL)

Course Overview

This course combines the latest in best practice in general pedagogy, the utilisation of certain online tools for education, and the integration of content and language in the modern classroom. In this course, the participants will be given a general introduction to the key tenets of the integration of content into the language classroom, and the integration of language development into the subject classroom.

Course Aims

The primary aim of this course is to give each participant a clear idea of the nature of content and language integration and to help them build a roadmap for the integration of these two areas in their learning environment. This course gives participants practical advice and tools to help them through this process. The creation of a community of best practice among the participants of this course helps the course aims develop and personalise.



Who is this course suitable for?

This course has been created with a focus on educators who are currently in the process of integrating CLIL workings into their learning environments. It will support educators who have a limited experience of CLIL, and give a solid groundwork of information and best practice to those who have never experienced a CLIL lesson.

Timetable

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 – 11.00	Introduction and Icebreakers	What is CLIL? – Theory and Terminology	Techniques for Teaching Vocabulary	Receptive Skills: Reading and Listening	Exploiting Websites and Other Resources
11.00 – 11.20	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break
11.20 – 13.00	Learner Styles and Thinking Skills	Tasks to promote Cognitive Skill Development	Productive Skills: Speaking and Writing	Strategies for Supporting Learners	Language Development Online Resources
13.00 – 14.00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
14.00 – 16.30	Free Afternoon/Social Programme	Irish History and Politics	Free Afternoon/Social Programme	Irish Culture and Idiomatic Language	Free Afternoon/Social Programme

What is in this course?

There is blend of synchronous and asynchronous content and task, as evidenced in the timetable. This allows for a great deal of differentiation which ensures that the course is able to focus on supporting each teacher within the realm of their own particular needs and expectations

Methodology and Language Development

Course Overview

This course combines the latest in best practice in general pedagogy with the utilisation of practical online tools for education. It will give participants both a refresher in the areas of lesson planning, classroom management, and content knowledge, as well as introducing some innovations in practice which can be integrated the current context.

Course Aims

The primary aim of this course is to not only give the participants support in the process of reflecting on their own teaching, but to provide clear, practical advice which is relevant to their context. At the end of the course, the participants will have had the opportunity to have put into practice some of the tools and methods covered in the course both from the perspective of the teacher and the student.



Timetable

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
9.00-11.00	Introduction and Ice Breakers	Techniques for Teaching Vocabulary	The Receptive Skills: Reading and <u>Listening</u>	Language Development	Task Based Learning
11.20-13.00	Learner Styles and Promoting Learner Autonomy	The Productive Skills: Speaking and Writing	Language Development	Exploiting the Course Book & Authentic Material	Teacher's Choice
13.00-14.00	Lunch	Lunch	Lunch	Lunch	Lunch
14.00-16.30	Free Afternoon/Social Programme	Irish History and Politics	Free Afternoon/Social Programme	Irish Culture and Idiomatic Language	Free Afternoon/Social Programme

Who is this course suitable for?

This course is designed for teachers who are looking to upskill in a number of areas. Teachers who are looking for a revision of best practice, or who are looking for some new ideas in traditional settings will gain from this course, as will teachers who are looking at learning more about the use of technology both in and outside the classroom.

What is in this course?

This course blends synchronous and asynchronous tasks to ensure that the timetable is best utilised. There is a recognition of the limitations and opportunities provided by the online space and this course endeavours to ensure that each participant has a fruitful experience.