

To all organisations affiliated to the ETUC

12 June 2015

PLEASE PASS ON THIS INFORMATION TO ANY OF YOUR COLLEAGUES WHO MAY BE INTERESTED IN FOLLOWING THIS COURSE. THANK YOU.

Communication course in English for European Works Councils representatives (1552-958)

INTERMEDIATE LEVEL

19 – 23 October 2015

**York Associates at
ETI, St. Julian's, Malta**

**New course
in Malta!**

***“THE CHALLENGE OF SPEAKING ENGLISH IN AN ENGLISH-SPEAKING ENVIRONMENT”
THIS COURSE IS DESIGNED TO HELP YOU DO JUST THAT!***

Dear Colleagues,

The ETUI invites members of EUROPEAN WORKS COUNCILS to a **one-week intensive communication** course in English delivered by York Associates **at the Executive Training Institute (ETI) in the heart of St. Julian's in Malta** (<http://www.etimalta.com>), from 19-23 October 2015.

Course aims

- To bring together European Works Council representatives with an intermediate level of English and enable them to improve their ability to communicate in an English-speaking forum
- To provide representatives with the opportunity to exchange information and views in English about current key issues with local trade union officials in order to widen participants' knowledge, perspectives and understanding of these topics
- To raise awareness of intercultural issues and to break down cultural barriers in order to improve communication within European Works Councils
- To develop social English skills which will be needed when interpreters are not available

The ETUI is financially supported by the European Union



etui.

Methods and contents

Based upon the principles of **active participation** and collaboration, participants are involved in group work and projects. Language work focuses on the **skills of speaking and listening** and particular attention is given to those micro-skills which are useful to European Works Council representatives, such as *describing your company, describing your national system of workplace organisation, participating in and organising meetings, and social language*. There is also a focus on using **key vocabulary**.

Themes covered may include the following:

- national structures and organisation
- workplace representation
- evaluation of EWC agreements
- communication strategies between EWC members
- intercultural communication

There will be **six hours** of formal tuition plus related activities on each of the five days of the course (apart from the days of arrival and departure).

The enclosed programme will give you an overview of the course contents.

Participants should already have at least an **intermediate** level of English. They should therefore **NOT** be beginners, and should already have sufficient English to be able to deal with varied daily tasks.

For information concerning enrolment see attached documents.

Should you need any additional information please do not hesitate to contact the ETUI Education Secretariat; Eva Berger, tel: +32 2 224 05 34, fax: +32 2 224 05 20, e-mail: eberger@etui.org.

Yours sincerely,

Ulisses Garrido
Director
ETUI Education

Enclosed: Course programme
 Practical details
 Enrolment form

PRACTICAL DETAILS

ENROLMENT

Enrolments must be made through the **contact person** in the relevant national confederation or European Industry Federation. Individual applications cannot be accepted. Each affiliate may send **one or two participants**. Additional participants will be placed on a waiting list. The number of participants is limited to 20. The definitive confirmation of the participants will be carried out by the team of trainers, bearing in mind the requirements for the target group.

We ask you to bear in mind the recommendations of the ETUC Action Plan for women which call for the proportional representation of **women** in trade union activities.

Please fill in a copy of the enclosed form for each participant and return it to the ETUI Education secretariat (Eva Berger; eberger@etui.org) by **11th September 2015 at the very latest**.

DIAGNOSTIC TEST

In order to establish the level of the candidates, the contact person is asked to administer the Diagnostic test which can be obtained from the Secretariat of Education department of the ETUI. Please ensure that the test is carried out **strictly according to the instructions** so that the results are a reliable indicator of the level of the prospective participants. In addition, participants' levels of English will be assessed at the beginning of the course.

Participants are placed in the **appropriate group** according to the results of the Diagnostic Analysis. Groups will not normally have more than ten participants.

VENUE

ETI Malta
ESE Building,
Paceville Avenue
St. Julian's STJ
3103 Malta

Tel.: 00356 23796321
E-mail: training@york-associates.co.uk
info@etimalta.com
Website: www.york-associates.co.uk
www.etimalta.com

ACCOMMODATION

ETI in-house residence
ESE Bulding,
Paceville Avenue
St. Julian's STJ
3103 Malta

Tel.: 00356 21313 789
E-mail: info@etimalta.com
Website: www.etimalta.com/accommodation/in-house-residence/

ARRIVAL AND DEPARTURE

Participants are expected to arrive on **Sunday 18 October 2015** in Malta and to leave on **Friday 23 October 2015** in the afternoon after 3 p.m. **Participants are required to respect these times.**

TRAVEL GUIDELINES

Fly to Malta International Airport (Luqa) MLA.
Transfers will be arranged to the accommodation in St Julian's.

PAYMENT OF REGISTRATION

Organisations are required to pay a direct monetary contribution to ETUI Education to the value of **1180€** per participant.

SERVICE PROVIDED

Costs include:

- Tuition
- Accommodation at ETI house residence, in single rooms with private bathroom and toilet (<http://www.etimalta.com/accommodation/in-house-residence/>)
- All meals
- Social programme on at least two evenings
- Transfers from airport
- All course materials

However, if any organisation has a major difficulty in financing the totally of the costs, they may present a justification folder to the ETUI asking for the financing of 70% of the total costs.

This justification should mention the reasons why the participant should attend the course, bearing in mind the tasks and responsibilities that the participant has inside his/her organisation. The ETUI will analyse the requests received and will allow for the financing of up to 7 participants for this course. These participants will still have to pay for 30% of the total costs due.

An invoice will be sent to the organisation upon confirmation of the enrolment.

We kindly ask you to pay this invoice before the start of the course.

It is essential that you mention in your payment order the number of the invoice and customer reference number.

REIMBURSEMENT OF TRAVEL COSTS

Travel costs are not included and will not be reimbursed.

Please do not book your flight until we confirm your participation.

Please note that the earlier you enrol, the earlier **ALL** the participants can book their flights and benefit from **low-cost fares**.