

Staff Week - English for Administrative Staff

Brest — 9-11 April 2024

General information

Staff Week Title	English for Administrative Staff
Abstract: (a few lines describing the staff week that SEA-EU partners can use for dissemination)	Exchanging with international partners on our administrative procedures, or dealing with foreign students' questions has become necessary for many colleagues in administrative positions. This staff week aims to develop our staff's self-confidence when communicating in English at work so they can take part in meetings or work-shadowing experience within our Alliance.
Application deadline	1st of March
Dates of the staff week	9-11 April 2024
Number of participants	The number of participants is 24. Each SEA-EU university can propose up to 3 participants .
Mobility costs	Travel expenses and accommodation can be covered through Erasmus+ Staff Mobility Erasmus (KA103)
Contact	For pedagogical contents: gwenola.LeGall@univ-brest.fr For logistical contents: caroline.lharidon@univ-brest.fr

Contents

Target group / Expected profile of participants	Staff working in non-teaching positions, in charge of administrative or technical tasks (please note that the course will not focus on specific scientific vocabulary)
Requirements	B1 level minimum in English. You should be able to participate in a course that is fully conducted in English, even if it requires some effort on your part.
Agenda	9-12 am / 2-5pm Day 1: Introducing one another, describing your workplace, typical questions and answers Day 2: Explaining procedures and rules

	<p>A visit in English (understanding a different accent and interacting with the guide)</p> <p>Day 3: Telephoning and emailing - Organising a meeting (Defining the agenda, taking the minutes, participating)</p>
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Practical information

Accommodation	A welcome booklet will be sent to the registered participants.
Address of the course	Faculté des Lettres et Sciences Humaines, Brest, France. Details of the rooms will be sent to participants after registration.
How to join the Staff Week	<p>The organisers of the staff week invite you to fill the following form, until 1st of March 2023, if you are interested in joining:</p> <p>https://docs.google.com/forms/d/e/1FAIpQLSefBPCRjOvOZMNeBNTf1iro968R41Pob67QC3C8LW4OT8dOMw/viewform?usp=sf_link</p> <p>Please contact the office in charge of mobility within your institution to apply for an Erasmus mobility grant.</p>