



# Infinity English College

## Teacher Training Courses 2017

### Managing People

The Infinity English College course for Managers or Teachers of English titled 'Managing People – A one week combination course' is an exciting course useful when dealing with colleagues and pupils in the educational sector. Participants should be Managers or Principals of organisations offering adult or junior education and also teacher trainers, teachers of English as a Second Language or teachers of different subjects through English.

### Objective

This course aims at improving management skills and rapport with staff members within an organisation while identifying and exploring techniques to use when dealing with students. Furthermore, the participants will have an opportunity to revise their language skills, practice writing business letters, drafting emails, manage meetings and conducting telephone conversations in English. This is a course designed for Erasmus Plus applicants and it should be noted course accreditation does not fall under ACELS recognition. Teachers are eligible for funding for Erasmus+ funding under Key Action 1. All course participants are eligible for Europass certification on course completion.

### Course details

Duration:	1 or 2 Weeks, 15 Tuition Hours per week
Location:	Dublin, Ireland
Class Timetable:	Monday to Friday, 9:00 – 12.15
Levels required:	Minimum B2
Cultural:	Afternoon Cultural Tours included
Group size:	Maximum 15
Commences:	On arrangement for groups
2017:	27/02, 3/04, 29/05, 12/06, 24/07, 28/08, 18/09, 16/10
2018:	26/02, 02/04, 28/05, 11/06, 23/07, 27/08, 17/09, 15/10

### COURSE PRICE: ONE WEEK €350 / TWO WEEKS €700

Students will have free access to materials, computers and wireless internet. There is no registration charge. Course fee is for tuition only. Accommodation can be booked separately. A cancellation fee of €200 per participant will apply if cancelled within 1 week of course start date.

## Accommodation Options:

A daily allowance for accommodation and the cost of living is available based on the destination country plus travel expenses. We organise both host family or apartment accommodation depending on your budget and preference.

Accommodation Type	Single Room	Shared Room ( price per week )
Host Family ( half - board )	€ 215 ( price per week )	€ 195
Residence ( self - catering )	na	€ 195 ( price per week )
Hotel ( three star )	From € 75 ( price per day, subject to availability )	na
Bed & Breakfast	From € 50 ( price per day, subject to availability )	na
Hostel ( self – catering )	From € 60 ( price per day, subject to availability )	From € 30 ( price per day )

## Sample timetable:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9am – 10.30am	Induction	Writing Business Letters in English	Questioning Techniques (Open vs Closed Questions)	Strategic HR Management and Leadership, Manager's Role in an Organisation	Communication and Personal Development, Complaints Procedures
11am – 12.15pm	Business Across Cultures, Employee Development, Performance Management	Leadership Theory and Understanding	Presentations in English, Effective Meetings	Verbal vs Non-Verbal Communication	Recruitment – Selection and Practices  Feedback & Outcomes
3pm – 5pm	Dublin Castle + Chester Beatty Library + Dublin City Hall	Collins Barracks- The Museum of Decorative Arts & History	Free Afternoon	National Botanic Gardens (Glasnevin)	Free Afternoon

### CONTACT DETAILS:

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