




NEW!



COMMUNICATING UNDER PRESSURE



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COURSE DESCRIPTION

How we talk and how we listen are inherently important, however, when the stakes are high, our communication and listening skills become even more critical. Everyone reaches a point where they can no longer endure. It is common to have misunderstandings during stressful moments, which can sometimes add to the stress of the situation.

When things get tough, it's a good idea to **reassess how we communicate**. When you perform well under pressure, it builds trust in the team and gives people confidence in your abilities to not only lead, but also to assist them during difficult moments.



Speaking carefully, listening effectively, and respond accurately are the three principles for good communication, whether we're dealing with coworkers, headmasters, students, or parents.

Effective communication starts with careful speaking. When you are communicating effectively, you are giving your undivided attention to the person with whom you are communicating, therefore it also demands listening effectively. Good communication is a two-way street and therefore requires you to speak in a way that will encourage others to express their thoughts and feelings.

When communicating effectively, you need to respond accurately. In other words, when someone has given you information or asked you a question, your responses should be complete and accurate. If not, they are not helpful or appropriate in the situation.



Effective communication is a highly important skill that can improve your relationships with others. It is important for business, social and personal matters.

You also need to be aware of its effect on others! If you are communicating effectively, you are helping others to effectively communicate with you.

When the pressure is on, stop. Breathe. And communicate effectively!

COURSE INFORMATION

Course Objectives

The course's main goal is for participants to identify areas of improvement and how to become effective communicators in stressful situations. The learning environment includes instruction, exercises, small and large group discussions, and lots of hands-on practice. Our goal is to help our participants to develop skills for how to handle pressure and fortify their confidence.

Learning Outcomes

- Analyse different workplace communication styles;
- Identify different behavioural types (internal and external);
- Communicate clearly under pressure;
- Reset expectations to avoid causing disappointment;
- Analyse how the brain responds to pressure;
- Respond to challenges (rather than instantaneously react);
- Use paraphrasing techniques to check for understanding;
- Identify communication hotspots;
- Build levels of resilience to help people bounce back quicker;
- Effectively manage communication breakdowns;
- Agree to communication action plans;
- Develop social, language and communicative skills;
- Transfer and share core values, experiences and effective teaching practices with other teachers and colleagues.

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COURSE INFORMATION

Duration: 1 week (7 days – Sunday to Saturday – 9h00 to 14h00)

Location: Lisbon, Portugal **NEW!**

Language: English

Certification: Certificate of Attendance, including a description of the learning outcomes from the previous page; Europass validation

Price: 660€ (course fee + administration costs + social program). Prices according to the new Erasmus+ 2021-2027 program*

*(Our courses are eligible to be completely funded by the Erasmus+ KA1 funds and several other programs)

**LET'S LEARN
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DAILY PROGRAM*

Our courses also include a **daily Coffee Break & Social Program (4 ACTIVITIES)**

DAY 1

- Welcome dinner, icebreaking
- Meet & greet, networking - participants and staff
- Week briefing & planning

DAY 2

- Tools for improving communication under pressure
- Speak carefully, be specific. Define the problem or feeling
- Stay focused. Discuss only the issue at hand
- Say less. Silence is helpful when emotions are strong, stressed
- Say it with tact. Keep comments descriptive rather than critical blaming or all-knowing. Avoid criticism and sarcasm
- Use effective communication techniques in difficult situations

DAY 3

- Listen attentively and with empathy. Try to understand their perspective
- Listen without interrupting. Eliminate both mental and physical distractions. Concentrate on the words and pay attention to the nonverbal gestures
- Receive criticism successfully. Listen for the meaning, let go of defensiveness as you can
- Use active listening skills to improve the quality of relationships in the workplace
- Identify their own communication style and understand how to flex to others' style of communication

DAY 4

- Respond accurately. Get all the facts. The goal of communication is to understand. Ask the speaker to clarify
- Recognize emotions. Be honest. Acknowledging and accepting the speaker's feelings does not mean that you agree with them
- Listen to yourself. Make a conscious effort to hear how you speak. Do you have a positive or negative attitude? What is your tone of voice?
- Build rapport with diverse groups of people using different communication styles
- Employ assertive communication techniques to handle difficult conversations

DAY 5

- Communication Methods, Negotiation Skills and Communication Fitness
- Building resilience in difficult communication environments
- An overview of effective and ineffective feedback
- Effective feedback skill practice exercises
- Persuasive Speech
- Group work

DAY 6

- Group work
- Presentations
- Course roundup & review
- Learning outcomes' validation
- Certification Ceremony

DAY 7

Social Program & Activities

- 7 Hills River Cruise
- Belém Lisbon Tour
- Modern Lisbon Tour

*This schedule/program describes likely activities but may differ based on the trainer's discretion and objectives.



ACTIVE LISTENING & EFFECTIVE QUESTIONING



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COURSE DESCRIPTION

Being able to listen well and ask questions effectively is a core skill of every role in every workplace. In some roles, this becomes a crucial skill.



Effective listening and questioning techniques are two of the most powerful skills coaches use to help educators obtain knowledge, deepen understanding, refine skills, reflect on instructional practices, and learn how to successfully communicate with students and colleagues.



Course Objectives: In this module, coaches explore the fundamental steps necessary when it comes to planning, cultivating, monitoring and maintaining teachers' ongoing cognitive growth and verbal interactions.



Teachers, school staff and others need to be versed in the functions, features, and purposes of communication and be able to model good communication skills when working within and across diverse groups. In addition, professional conversations are a necessary tool to assist teachers in mediating their own learning processes and, in turn, mediating the learning processes of their students.

COURSE INFORMATION

Learning Outcomes

- Recognise the importance of preparing questions that are focused on the participants' objective;
- Know how to make sure key messages are communicated clearly and effectively;
- Learn how to avoid misunderstandings and making assumptions;
- Be able to use precision questioning techniques to elicit the information required;
- Acquire techniques that can be used to ensure that participants are listening effectively in all situations;
- Transfer and share core values, experiences and effective teaching practices with other teachers and colleagues;
- Promote intercultural awareness.

Duration: 1 week (6 days – Sunday to Friday – 9h00 to 14h00)

Location: Porto, Portugal

Language: English

Certification: Certificate of Attendance + description of the learning outcomes above; Europass validation

Price: 580€ (course fee + administration costs + social program)

(Our courses are eligible to be completely funded by the new Erasmus+ program 2021-2027 – KA1 funds and several other programs)

**LET'S LEARN
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DAILY PROGRAM*

Our courses also include a daily Coffee Break & Social Program (4 ACTIVITIES)

DAY 1

- Welcome dinner, icebreaking
- Meet & greet, networking - participants and staff
- Week briefing & planning

DAY 2

- Communication - share & receive information: a messages' source; messages' sender; a channel along which messages flow; a messages' receiver; the receiver's knowledge of the code
- Speaking and Listening

DAY 3

- The speaker & the listener - several communication games
- Questioning & Answering: the speaker's ability to construct and purposefully dispense well thought out questions; the listener's ability to provide answers based on background knowledge and experiences

DAY 4

- Question Models
- What type of question should I ask?
- What do I need the question to do?
- Communication games
- Afternoon - Networking and Entertainment program

DAY 5

- Eliciting Information (Why is this a better time?)
- Shaping understanding (What do you mean by...? How do you perceive...?)
- Promoting reflection (What might happen in your class if ...?)

DAY 6

- Group work
- Presentations
- Course roundup & review
- Learning outcomes' validation
- Certification Ceremony

*This schedule/program describes likely activities but may differ based on the trainer's discretion and objectives.



BULLYING & CYBERBULLYING



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COURSE DESCRIPTION

Nowadays, bullying is a frequent threat to the physical and mental integrity of our students, especially during teen years.



This type of school violence is evidenced through a set of aggressive, intentional and repetitive behaviors, from students' individual or collective initiative, addressed to one or several other students. The adolescent (or child) is subject to insults, jokes, ridicule, vexatious attitudes, negative nicknames, etc. Cyberbullying has come to amplify this serious issue, through social networks and other technological means.



Today, the vast majority of children and young people have access to the Internet at home. Most of them have a computer, tablet or smartphone and are constantly online. Without parents and teachers' monitoring and information, children can become more vulnerable in an extremely complex and dangerous world.

Cyber safety and prevention mechanisms can be important tools to reduce this social phenomenon's occurrence.

Course objectives: sensitize teachers about the potential risks and impacts of such actions on the psychological and physical health of young students. This course also aims to train teachers in the prevention, detection and action against threats of this nature, always trying to share and disseminate good practices. Bullying and cyberbullying can be considerably reduced, and ideally prevented, dissuading this culture among children and adolescents, and implementing official mechanisms for monitoring these issues, whenever necessary.

COURSE INFORMATION

Learning Outcomes

- Recognize warning signs for bullying;
- Know the impacts on psychic and physical health, academic performance & family welfare;
- Know the profile and the group dynamics of the aggressor or the aggressors;
- Know how to avoid offenders and fend off attackers – deal with bullies;
- Cyberbullying: prevention & intervention in social networks, electronic mail, messages (text and multimedia), video posting and photographs on electronic platforms;
- Understand the institutions, mechanisms and performance obligations in Europe;
- Improve ICT skills;
- Reinforce self and cultural awareness as a European citizen;
- Improve language, communication and social skills.

Duration: 1 week (6 days – Sunday to Friday – 9h00 to 14h00)

Location: Porto, Portugal **Language:** English

Certification: Certificate of Attendance + description of the learning outcomes above; Europass validation

Price: 580€ (course fee + administration costs + social program)

(Our courses are eligible to be completely funded by the new Erasmus+ program 2021-2027 – KA1 funds and several other programs)

**LET'S LEARN
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DAILY PROGRAM*

Our courses also include a daily Coffee Break & Social Program (4 ACTIVITIES)

DAY 1

- Welcome dinner, icebreaking
- Meet & greet, networking – participants and staff
- Week briefing & planning

DAY 2

- What is cyberbullying?
- Who does cyberbullying impact?
- Characteristics of a Bully/What We Know About Cyberbullying
- Social Networking and Cyberbullying
- Impacts that cyberbullying has on its victims

DAY 3

- Consequences of Cyberbullying
- From Bullying to Suicide
- Existing Internet Safety Technologies
- Celebrity Involvement

DAY 4

- Content and Behavior Analysis
- Filtering
- Monitoring
- Blocking Undesirable Contacts
- Reporting Content

DAY 5

- Age/Identity Verification
- Where to go for help
- Educators Taking Action
- Parental Awareness and the Students' Roles
- The School System's Response

DAY 6

- Helping Students Help Each Other – Building a Responsible Classroom Free from Bullying
- Report Cyberbullying to Law Enforcement and System Administrators
- Discussion and course evaluation
- Learning validation
- Certification Ceremony

*This schedule/ program describes likely activities but may differ based on the trainer's discretion and objectives.



CLIL

CONTENT AND LANGUAGE INTEGRATED LEARNING



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COURSE DESCRIPTION

CLIL (content and language integrated learning) methodology can provide the necessary tools that teachers need to guide understanding and support the learning of their students.



CLIL is not a new form of language education. It is not a new form of subject education. It is an innovative fusion of both. Inherent to both definitions is the bringing together of two areas that for the most part had stood apart: subject teaching and language teaching.



CLIL programs aim to increase students' subject-area knowledge while at the same time improving their knowledge of and skills in the target language. In addition, students should improve their own ability to learn and come to understand and appreciate a new culture.



Course objectives: The course aims to introduce and explain the CLIL approach to teaching academic subjects, while also helping participants to refresh their own English language skills.

This course will comprehensively examine all aspects of CLIL, while giving participants the opportunity to practice the methodology. Participants will understand the needs of learners and will develop and practice teaching techniques that can support and motivate subject students in new ways.

COURSE INFORMATION

Learning Outcomes

- Expand and improve participants' understanding, expertise and skills related to CLIL
- Combine subject goals with associated language goals in learner-centred lessons
- Apply the knowledge and skills to create their own high quality CLIL education
- Apply the knowledge and skills to develop a subject and language integrated curriculum
- Improve how to manage a CLIL lesson: materials, time management, coordination with colleagues
- Practice presentation and lecturing skills
- Reinforce self-awareness as a European citizen
- Share ideas and resources with other teachers and gain different education practices and policies
- Improve communication, social and English skills

Duration: 4 days – Tuesday to Friday – 8h00 to 13h00

Location: Porto, Portugal **Language:** English

Certification: Certificate of Attendance + description of the learning outcomes above; Europass validation

Price: 420€ (course fee + administration costs + social program)

(Our courses are eligible to be completely funded by the new Erasmus+ program 2021-2027 – KA1 funds and several other programs)

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DAILY PROGRAM*

Our courses also include a daily Coffee Break & Social Program (4 ACTIVITIES)

DAY 1

- Fundamentals: principles, structure, framework
- European Dimension
- Introduction to CLIL Methodology
- Benefits and Risks of CLIL

DAY 2

- CLIL – Learning Principles & Teachers' Roles
- The 4Cs of CLIL
- Language Planning
- Cooperative Learning in CLIL
- Developing students' reading & writing skills through CLIL

DAY 3

- Developing students' listening & speaking skills through CLIL
- An Example of a CLIL Lesson
- How to analyse & prepare a CLIL lesson
- Developing CLIL materials

DAY 4

- ICT in the CLIL classroom
- Classroom Management
- Presentation of participants' learning portfolios
- Course roundup and review
- Learning Outcomes validation
- Certification Ceremony

*This schedule/ program describes likely activities but may differ based on the trainer's discretion and objectives.



CLIL TECHNIQUES & ICT



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COURSE DESCRIPTION

CLIL has 3 main characteristics: students learn the target language through which the content is taught; it responds to the EU lifelong learning program proposal for all citizens, where multilingualism and multiculturalism is thought to promote integration, understanding and mobility among Europeans; and finally, it involves the development of social, cultural, cognitive, linguistic, academic and other learning skills, which in turn facilitate achievements in both content and language.



CLIL is designed to prepare students for the future by providing them with skills for learning and understanding independently. CLIL prepares today's students for the professional world, empowering them to face different challenges, enhancing their independence and flexibility, and providing them with social and communicative skills to collaborate and cooperate in project teams, rather than working alone.



Course objectives: The course aims to provide strategic guidance on how to teach the subject in a foreign language and explain the CLIL approach to teaching academic subjects, while also helping participants to refresh their own English language skills.

The course will comprehensively examine all aspects of CLIL while giving participants the opportunity to practice the methodology. Participants will understand the needs of learners and will develop and practice teaching techniques that can support and motivate subject students in new ways.

COURSE INFORMATION

Learning Outcomes

- Expand and improve participants' understanding, expertise, and skills related to content and language integrated learning (CLIL)
- Combine subject goals with associated language goals in learner-centered lessons
- Apply the knowledge and skills to develop a subject and language integrated curriculum
- Learn how to manage a lesson and implement ICT in the CLIL classroom
- Digital tools and games in an ICT - CLIL Classroom
- Practice presentation and lecturing skills in English
- Acquire fresh ideas for teaching subjects in English
- Familiarize teachers with different ways to combine content and language
- Understand the nature and benefits of code-switching in language learning as a natural result of working in two (or more) languages
- Improve students' motivation to CLIL in the classroom
- Work with feedback to understand its positive contribution toward student motivation
- Prepare for future studies and for working life
- Reinforce self-awareness as a European citizen
- Share ideas and resources with other teachers and gain different education practices and policies
- Improve communication, social and English skills

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2

COURSE INFORMATION

Duration: 4 days – Tuesday to Friday – 8h00 to 13h00)

Location: Porto, Portugal

Language: English

Certification: Certificate of Attendance, including a description of the learning outcomes from the previous page; Europass validation

*(Our courses are eligible to be completely funded by the Erasmus+ KA1 funds and several other programs)

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DAILY PROGRAM*

Our courses also include a daily Coffee Break & Social Program (4 ACTIVITIES)

DAY 1

- Introduction to CLIL Methodology
- The origin of CLIL – What does it mean to combine content and language?
- Key terminology
- Combining language and content: Advantages and Disadvantages

DAY 2

- Implementing CLIL in different subjects
- Lesson plans in CLIL: Framework for planning CLIL lessons
- The 4Cs of CLIL
- How to start a CLIL lesson
- ICT in CLIL classroom
- How to create a digital environment in school
- Setting up Interactive Exercises

DAY 3

- Problem-Solving Activities within a CLIL Classroom
- Games in CLIL as a vehicle for learning
- Language skills in CLIL: Listening, speaking, reading, and writing
- Developing CLIL materials
- Brainstorming

DAY 4

- Classroom Management
- Presentation of participants' learning portfolios
- Final reflection
- Course roundup and review
- Learning Outcomes validation
- Certification Ceremony

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COACHING

A POWERFUL TOOL



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COURSE DESCRIPTION

We are living in a new age. Fast-changing technology has led to a free flow of information, creating a huge challenge for educators to understand the needs, interests and capabilities of the youth of today.



Reducing early school leaving is one of the priorities of the Europe 2020 Strategic framework for Education and Training, as well as Erasmus +. This course will introduce participants to the Grow coaching techniques along with emotional freedom techniques. Aggressive behavior and bullying inside and outside the classroom will be analyzed as well.



Participants will learn how to manage and reduce stress levels, thereby improving not only their overall health but also their day-to-day interaction with students and colleagues (by applying communication techniques in order to reduce early school leaving). Well-trained teachers can better meet students' learning expectations!



Course Objectives: create trust, motivate and empower teams. We need to empower positive values even if the conditions are not ideal, even if we have to deal with cultural diversity and differences in values. It's about managing techniques and how to use them for you and your organization's benefit. By the end of the course participants will have a substantial understanding of the coaching framework and its models. They will develop core coaching skills, including observation process, feedback, questioning, listening, raising awareness, establishing and maintaining an authentic relationship.

COURSE INFORMATION

Learning Outcomes

- Reduce stress levels, overcome anxiety & develop the necessary abilities to manage emotions within the classroom;
- Analyse bullying, aggressive behaviour (physical and verbal), creating strategies on how to deal with and eliminate them;
- Identify limiting & negative beliefs and transform them into positive and supporting ones;
- Understand physical & mental health issues within the teaching profession;
- Improve interpersonal relationships;
- Introduce new tools & resources within the classroom to foster well-being - Reduce early school leaving;
- Identify & share good practices that can be implemented at a local level;
- Improve participants' competence & performance in English.

Duration: 1 week (6 days - Sunday to Friday - 9h00 to 14h00)

Location: Porto, Portugal **Language:** English

Certification: Certificate of Attendance + description of the *learning outcomes* above; Europass validation

Price: 580€ (course fee + administration costs + social program)

(Our courses are eligible to be completely funded by the new Erasmus+ program 2021-2027 - KA1 funds and several other programs)

**LET'S LEARN
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DAILY PROGRAM*

Our courses also include a daily Coffee Break & Social Program (4 ACTIVITIES)

DAY 1

- Welcome dinner, icebreaking
- Meet & greet, networking – participants and staff
- Week briefing & planning

DAY 2

- Introduction & Coaching concepts
- Coaching in Education
- Coaching vs Mentoring
- Coaching session simulation
- Practical group work & exercises

DAY 3

- Myself and others
- Education, schools and generation Z
- Empathy
- Relationship Awareness Theory
- Practical group work & exercises

DAY 4

- Introduction to GROW Coaching Model + triads, reflection, feedback
- Coaching skills: communication, active listening, rapport, trust
- The art of asking the right questions

DAY 5

- Positive thinking
- Motivation, negotiation, leadership, creativity and trust
- Planning a Coaching session: from theory to practice
- Practical group work & exercises

DAY 6

- EU – Coaching in Education – students, teachers and school leaders
- Final coaching session simulation
- Course roundup & review
- Learning outcomes' validation
- Certification Ceremony

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COMMUNICATIVE SKILLS

FOR EUROPEAN TEACHERS



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COURSE DESCRIPTION

Teaching is generally considered fifty percent knowledge and fifty percent interpersonal or communication skills. The art of communication involves listening and speaking as well as reading and writing. Teachers need to be highly skilled in all these areas to be excellent in their profession.



For a teacher, it's not just important to teach a quality lecture; they also need to be able to transmit knowledge, skills and values at the same time. Communication skills for teachers are thus as important as their in-depth knowledge of a particular subject. It is only through communication skills that a teacher can introduce creative and effective solutions to the students' problems.



Course objectives: the **main goal** of this course is to develop effective communication skills of participants.

The course focuses on bettering the classroom techniques and practical activities that teachers can use, whilst expanding their ideas so that they can teach engaging and informative lessons. The course aims to help teachers of all subjects and clarify their roles in encouraging students to become confident users of language in reading, writing and talking.

COURSE INFORMATION

Learning Outcomes

- Develop communicative skills in order to overcome communication barriers;
- Provide tools for a more effective communication and to motivate different personality types;
- Understand group dynamics;
- Enable the participants to understand learners and colleagues' needs;
- Acquire knowledge and tips related to delivering effective public speeches (how to structure and plan effectively a speech), communication skills and learning styles;
- Provide practical tools for identifying and changing unsupportive behaviors;
- Identify and share good practices that can be implemented at a local level;
- Enhance communicative competence in English.

Duration: 1 week (6 days – Sunday to Friday – 9h00 to 14h00)

Location: Porto, Portugal **Language:** English

Certification: Certificate of Attendance + description of the learning outcomes above; Europass validation

Price: 580€ (course fee + administration costs + social program)

(Our courses are eligible to be completely funded by the new Erasmus+ program 2021-2027 – KA1 funds and several other programs)

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DAILY PROGRAM*

Our courses also include a daily Coffee Break & Social Program (4 ACTIVITIES)

DAY 1

- Welcome dinner, icebreaking
- Meet & greet, networking – participants and staff
- Week briefing & planning

DAY 2

- A reflection on the importance of the relationship between learners and facilitators
- Levels of communication: Verbal language, Non-verbal or paralinguistic language
- Body language, The silence
- Communication models
- Practical group work and exercises

DAY 3

- Factors that facilitate communication
- Oral communication, Interpersonal relationship, Empathy, The keys for effective communication: active listening
- Active listening tools – Echoing,
- Encouragement, Probing, Paraphrasing, Reflective paraphrasing

DAY 4

- Communication & learning styles
- Communication barriers
- Communication in team dynamism
- New practices for communicating, building trust & self-esteem
- Understand communication & explore the mindsets of effectiveness
- Practical group work and exercises

DAY 5

- Motivation, persuasion, negotiation and leadership
- Motivating oneself
- The art of persuasion: from persuasion to negotiation
- Leadership and motivating others

DAY 6

- Essential & vocational skills: survival strategies
- Managing time, stress, resilience
- Work-life balance
- Course roundup & review
- Learning outcomes' validation
- Certification Ceremony

*This schedule/ program describes likely activities but may differ based on the trainer's discretion and objectives.



CONFLICT MANAGEMENT IN SCHOOLS



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COURSE DESCRIPTION

To live in society requires to successfully conduct oneself through the daily conflicts and challenges of life.



A school's primary function is to prepare students, teachers and parents to adapt and overcome the challenges and struggles of a world full of rapid changes and interpersonal conflicts, contributing to the individual's development process.

Conflict cannot and will not cease to exist, as it is intrinsic to human behaviour and an integral part of moral and emotional growth. Therefore, conflict is present in all schools. It is important to face conflict and resolve it with skills to manage it properly and constructively, establish cooperative relationships, and produce integrative solutions. Harmony and appreciation should coexist in a classroom environment and conflict should not interfere, negatively, in the teaching and learning process.



Each school has a micro-level society, in which relationships are primarily defined based on relative hierarchical positions, and yet, these are dynamic, constantly reflecting changes. Since school environments are different, in order to deal with conflicts inside the school's micro-society teachers need to find approaches that help them understand the circumstances more effectively, identify which strategies better apply to the conflict and make better use of their strengths and weaknesses.



Course Objectives: The teacher has a central role to play as far as school conflict is concerned and to successfully handle conflict and pass on that knowledge to students, the teacher must seek to learn the know-how embedded in conflict management theories, apply it to each situation and understand the rationale behind the various conflict management spectrums. Especially, as it pertains to the school precinct and classroom learning environments.

COURSE INFORMATION

Learning Outcomes

The course aims to bring a clement environmental condition for effective learning and teaching to take place, helping to establish and maintain peaceful and harmonious co-existence between the school's human resources.

- Bring integrity to the school, paint it in a positive image in the larger society and then rightly position and re-position it in the schools' committee;
- Contribute to the school's aggregate productivity improvement;
- Lead to the rise in demand for the school's products and services;
- Accentuate the level of peaceful and harmonious co-existence within the school community;
- Restore and maintain peace and tranquillity in the school;
- Give the school the requisite disposition to meet up with its social corporate responsibility.

Duration: 1 week (6 days – Sunday to Friday – 9h00 to 14h00)

Location: Porto, Portugal **Language:** English

Certification: Certificate of Attendance + description of the *learning outcomes* above; Europass validation

Price: 580€ (course fee + administration costs + social program)

(Our courses are eligible to be completely funded by the new Erasmus+ program 2021-2027 – KA1 funds and several other programs)

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DAILY PROGRAM*

Our courses also include a daily Coffee Break & Social Program (4 ACTIVITIES)

DAY 1

- Welcome dinner, icebreaking
- Meet & greet, networking – participants and staff
- Week briefing & planning

DAY 2

- What is Conflict
- The School and Teacher as a Concept
- Conflict Management in Schools
- School Conflict – causes
- Individual indifferences in the co-existent, followership and leadership abilities of students and/or teachers
- Quest for Power, Dominance and Political struggle
- Family background and Cultural differences

DAY 3

- School Conflict – causes
- Unfavourable learning environment or conditions
- Oppression, Bullying, Dictatorship and Victimization by the superior staff
- Inadequate training and re-training on effective conflict and conflict management strategies
- Poor classroom management
- Inability to meet up with personal basic needs
- Inequitable reward structure and resources' distribution amongst staff

DAY 4

Why Conflict Management in Schools?

- Clement environmental condition for effective learning and teaching
- Effective and efficient use of the school's limited/scarcce resources
- Creates a positive image in the larger society and then rightly positions and re-positions it in the schools' committee
- School's aggregate productivity improvement
- Peaceful and harmonious co-existence between the constituents of the school community
- Helps restore and maintain peace in the school
- Promotes political stability
- Helps meet social corporate responsibility

DAY 5

Key points on classroom management:

- Be prepared
- Keep lessons and presentation interesting. Use positive communication techniques
- Know when to overlook and when to assert oneself
- Be consistent and fair
- Do not pretend that you know everything
- Welcome students into the classroom. Get to know your students. Encourage student-led activities
- Keep your sense of humour

DAY 6

When do relationships need to be repaired?

- Let go and start fresh. Give them a chance to start each day with a clean slate
- Take responsibility for their actions
- Show empathy. There are two sides to every story
- Focus on solutions, not problems
- Teachers can work with students to find a solution that everyone feels is fair
- Separate the deed from the doer. It's important to criticize the behavior, not the person
- Effective classroom management starts with relationship building
When students feel a greater sense of belonging, they're more likely to be academically engaged and demonstrate positive behaviour
- Group work: presentation
- Course roundup & review
- Certification Ceremony



DESIGN THINKING

FOR THE GREATER GOOD



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COURSE DESCRIPTION

Design thinking is about believing we can make a difference, stimulate innovation and have an intentional process in order to get to new, relevant solutions that create positive impact.



It is a creative process that helps you design meaningful solutions in the classroom, in your school and in your community.



Design Thinking will give you trust in your creative abilities and a process for transforming difficult challenges into opportunities for design.



Course objectives: This course's goal is to provide teachers with the know-how and the self-esteem to incorporate this stimulating creativeness into their curriculum and school environment unlocking creativity - both in themselves and in young people. It strives to help participants improve mental flexibility, intuition and the ability to improvise in order to better adapt themselves to the current dynamic environment.

COURSE INFORMATION

Learning Outcomes

- Describe the design thinking process;
- Promote a culture of creativity;
- Teach participants creativity processes, demonstrate creative confidence and a positive growth mindset;
- Support participants in developing their natural creativity, by acquiring new competencies;
- Support participants in practicing skills in order to improve their self-confidence and their profile as educators;
- Show participants how to create opportunities and to carry out projects with confidence, obtaining better benefits from their own knowledge and potential;
- Apply design thinking methods to real-world problems;
- Share best practices and peer experiences;
- Improve communication skills in English.

Duration: 1 week (6 days – Sunday to Friday – 9h00 to 14h00)

Location: Porto, Portugal **Language:** English

Certification: Certificate of Attendance + description of the learning outcomes above; Europass validation

Price: 580€ (course fee + administration costs + social program)

(Our courses are eligible to be completely funded by the new Erasmus+ program 2021-2027 – KA1 funds and several other programs)

**LET'S LEARN
TOGETHER!**

DAILY PROGRAM*

Our courses also include a daily Coffee Break & Social Program (4 ACTIVITIES)

DAY 1

- Welcome dinner, icebreaking
- Meet & greet, networking – participants and staff
- Week briefing & planning

DAY 2

- Introduction and entrepreneurship concepts
- Introduction to design thinking concepts
- Innovation as a systematic strategy for addressing important corporate and/or social problems
- New times, new challenges
- Entrepreneurial culture
- Design Thinking Skills, Mindset and Principles
- Practical group work and exercises

DAY 3

- Creativity and innovation: promotion tools and techniques
- Innovation challenge – sketching, conceptualization and early development
- Creating a unique and viable value proposition that is linked with key markets
- The creation of a growth path or a growth platform
- Practical group work and exercises

DAY 4

- Business Models & Plans
- Strategic analysis & formulation
- Learn the fundamentals of design thinking methods
- To address challenges, use both critical thinking and design thinking at the same time
- Apply design thinking concepts to day-to-day tasks
- Practical group work and exercises

DAY 5

- Design Thinking Approach in Stages
- Resources (human, financial and material)
- Design Thinking Techniques
- General Design Thinking Practices
- Adopt and Adapt
- Practical group work & exercises

DAY 6

- Design Thinking education in the classroom
- Future cooperation and planning follow up activities (discussion)
- Course roundup & review
- Learning outcomes' validation
- Certification Ceremony

*This schedule/ program describes likely activities but may differ based on the trainer's discretion and objectives.



EMOTIONAL INTELLIGENCE

NEW!



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COURSE DESCRIPTION

Emotional intelligence is the ability to understand, use, and manage one's own emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges and defuse conflict. This competence has a surprisingly powerful effect on our lives, from our capacity to foster long-term relationships with friends to whether we're able to succeed in school.



Managing our emotions as well as understanding others' is vital when interacting within both the professional day to day with colleagues, students, parents and society.



Since 2020 that we are facing a global pandemic which caused a huge intrusion in all relationships. And between teachers and students too. While teaching was already a challenging profession, COVID-19 has pushed aside some of the heartwarming, relational positives of teaching and replaced them with stress and e-learning teaching.



Course Objectives: The course's main goal is to identify the benefits of emotional intelligence and understand more intimately the emotions of others and therefore how to use new skills to improve your well-being and meet the goals of your interactions with others.

COURSE INFORMATION

Learning Outcomes

- Develop knowledge and practice self-management; awareness; control; motivation; empathy, and social skills;
- Understand, use and manage feelings and emotions;
- Learn the benefits of emotional intelligence;
- Conflict management hard skills;
- Maintain focus and control during difficult conversations;
- Increase your likability which help you to win friends, build and solidify long-sustainable relationships;
- Engage with and influence others;
- Protect and enhance your well-being;
- Use your new skills to improve your well-being and meet your interaction goals with others;
- Practice language, social and communicative skills;
- Transfer and share core values, experiences and effective teaching practices with other teachers and colleagues.

Duration: 1 week (7 days – Sunday to Saturday – 9h00 to 14h00)

Location: Lisbon, Portugal **NEW!** **Language:** English

Certification: Certificate of Attendance + description of the learning outcomes above; Europass validation

Price: 660€ (course fee + administration costs + social program)

(Our courses are eligible to be completely funded by the new Erasmus+ program 2021-2027 – KA1 funds and several other programs)

**LET'S LEARN
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DAILY PROGRAM*

Our courses also include a **daily Coffee Break & Social Program (4 ACTIVITIES)**

DAY 1

- Welcome dinner, icebreaking
- Meet & greet, networking – participants and staff
- Week briefing & planning

DAY 2

- Emotional intelligence (EI) – origins
- EI – Traits, ability, and mixed models
- Self-awareness, regulation, motivation, empathy, and interpersonal skills
- City Tour

DAY 3

- How to measure emotional intelligence
- What are emotions?
- Recognize 'negative' and 'positive' emotions
- identifying stress, conflict, trust
- Our brain's functioning
- The different levels of emotional awareness
- Increase our emotional knowledge
- Develop our emotional awareness
- Increase our self-confidence
- Control illogical emotional reactions

DAY 4

- The role of emotions in trust-based relationships
- Respect others and their emotions
- Express our own emotions and share them with others; Recognize emotions in others
- How to think positively
- Learn tools to enhance our ability to recognize and appropriately respond to others' emotions
- Perceiving emotions accurately in others to build empathy
- Roleplay/Brainstorm

DAY 5

- Deal with difficult emotions in stressful situations
- Techniques to manage emotions in challenging situations
- The impact of not managing and processing 'negative' emotions
- Learn conflict management strategies
- Develop conflict prevention behaviors

DAY 6

- Applying EI in the workplace
- Empathy and trust in relationships
- Increase our ability to create effective working relationships with others (peers, subordinates, parents, students)
- Tools to lead, motivate others and create a high performing team
- Group work, Course roundup & review
- Learning outcomes' validation
- Certification Ceremony

DAY 7

Social Program & Activities

- 7 Hills River Cruise
- Belém Lisbon Tour
- Modern Lisbon Tour



IN ENGLISH, PLEASE!



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COURSE DESCRIPTION

This course is appropriate for participants who seek to develop new English language skills (especially speaking fluency, vocabulary and pronunciation).



Participants will improve and enrich their English knowledge in selected aspects of the language and as a means of communication in class and in everyday situations. Furthermore, we intent to update and deepen the understanding of teaching methodologies and practical teaching skills and techniques.



The course focuses on practical classroom activities and resources, providing participants with a refreshing variety of teaching techniques.



Course objectives: it aims to provide educators with opportunities to revitalize their English knowledge (beginner level), as well as reinforce their confidence on using and speaking the language. As a result of attending this course, the participants will be more knowledgeable, confident and fluent English users.

COURSE INFORMATION

Learning Outcomes

- Enhance and refresh linguistic skills;
- Enrich oral communication skills;
- Introduce creative ideas to make classes livelier and interactive;
- Implement practical activities for teaching challenging classes;
- Enhance participants' knowledge, skills and competencies relating to their work practice;
- Increase confidence in speaking publicly: articulate clear questions and ideas in class discussion;
- Transfer and share core values, experiences and effective teaching practices with other teachers and colleagues;
- Provide teachers with an insight into Porto culture and heritage.

Duration: 1 week (6 days – Sunday to Friday – 9h00 to 14h00)

Location: Porto, Portugal **Language:** English

Certification: Certificate of Attendance + description of the learning outcomes above; Europass validation

Price: 580€ (course fee + administration costs + social program)

(Our courses are eligible to be completely funded by the new Erasmus+ program 2021-2027 – KA1 funds and several other programs)

**LET'S LEARN
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DAILY PROGRAM*

Our courses also include a daily Coffee Break & Social Program (4 ACTIVITIES)

DAY 1

- Welcome dinner, icebreaking
- Meet & greet, networking – participants and staff
- Week briefing & planning

DAY 2

- Needs analysis and goal setting
- Fluency workshop
- Language Focus
- English in Action: Project Selection and Planning
- The format of a good lesson
- Generating creative language learning experiences and outcomes

DAY 3

- Grammar – Current idiomatic language
- Vocabulary: tips for Learning & Teaching Vocabulary
- Listening: cooperative story telling
- Drama & Role-play: using Film and Drama in class

DAY 4

- Literature and Identity
- Pronunciation – ideas and activities
- English Language Training
- Pronunciation workshop

DAY 5

- Grammar: the grammar of words and the Lexical Approach
- Fluency workshop
- Using authentic materials in the classroom effectively

DAY 6

- Presentation of "My best lesson"
- Future cooperation and planning follow up activities (discussion)
- Course roundup & review
- Learning outcomes' validation
- Certification Ceremony

*This schedule/ program describes likely activities but may differ based on the trainer's discretion and objectives.



ENHANCING COMMUNICATION

IN THE ENGLISH LANGUAGE CLASSROOM



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COURSE DESCRIPTION

“Getting students to talk’ is the major and one of the most difficult tasks confronting any teacher of languages.” – Professor Christoph N. Candlin.



This course is appropriate for English teachers who want to enrich their teaching practice by being in touch with ideas that will motivate students to communicate.



The course focuses on practical classroom activities and resources and will provide participants with a refreshing variety of teaching techniques for the classroom.



Course objectives: This course aims to provide our participants (especially English teachers) with opportunities to refresh their methodology as well as sharing ideas on teaching practice and gain confidence in their own teaching methods.

As a result of attending this course, the participants will feel more knowledgeable and confident in their daily actions once all the activities are directed to motivate students to communicate.

COURSE INFORMATION

Learning Outcomes

- Reinforce English language skills;
- Reinforce that knowledge in the English classroom;
- Introduce creative ideas to make classes livelier and interactive;
- Implement practical activities for teaching challenging classes;
- Enhance participants' knowledge, skills and competencies relating to their work practice;
- Transfer and share core values, experiences and effective teaching practices with other teachers and colleagues;
- Provide teachers with an insight into Porto culture and heritage;
- Promote intercultural awareness.

Duration: 1 week (6 days – Sunday to Friday – 9h00 to 14h00)

Location: Porto, Portugal **Language:** English

Certification: Certificate of Attendance + description of the learning outcomes above; Europass validation

Price: 580€ (course fee + administration costs + social program)

(Our courses are eligible to be completely funded by the new Erasmus+ program 2021-2027 – KA1 funds and several other programs)

**LET'S LEARN
TOGETHER!**

DAILY PROGRAM*

Our courses also include a daily Coffee Break & Social Program (4 ACTIVITIES)

DAY 1

- Welcome dinner, icebreaking
- Meet & greet, networking – participants and staff
- Week briefing & planning

DAY 2

- Needs analysis and goal setting
- The importance of communication when learning a foreign language
- Addressing Motivation and confidence: the use of games

DAY 3

- An insight into Interpersonal communication
- Intercultural learning

DAY 4

- Exploring literature
- Cooperative storytelling
- Films and songs
- Field project

DAY 5

- Art in the classroom
- Role play
- The internet

DAY 6

- Group work
- Presentations
- Course roundup & review
- Learning outcomes' validation
- Certification Ceremony

*This schedule/ program describes likely activities but may differ based on the trainer's discretion and objectives.



HALLO, WIE GEHT'S DIR? GERMAN LEARNING



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COURSE DESCRIPTION

What better way to start learning a new language from scratch than jumping right in and getting good at the basics? This course employs a communicative approach involving all five language skills: listening comprehension, speaking, reading, writing, and culture.



Our course helps you to build your confidence in navigating through commonplace situations, such as shopping at the supermarket, asking for directions, ordering food and drink at restaurants, and making arrangements to meet people. You can also develop some useful everyday vocabulary! This course provides a general introduction to the German language, focusing occasionally on specific professional contexts of use related to the world of business or teaching.



Course Objectives: This course is designed to help participants of all teaching areas to acquire basic proficiency in communication within culturally significant contexts | Improve participants to develop their language skills, especially oral fluency, and enable them to incorporate German into daily life or even classroom situations | An integrated approach to teaching language skills with emphasis on vocabulary acquisition and basic grammatical structures | Promoting and expanding language abilities and skills are not only tasks of the area of study called language but also concern other areas of study. Language is, therefore, a tool to facilitate other areas of study | Promote a European dimension in education to raise awareness and understanding of other cultures and countries.

COURSE INFORMATION

Learning Outcomes

- Acquire basic cultural knowledge of German-speaking countries;
- Have a sense of German geography, society, sites of memory, historical figures, and culture-specific products such as fashion and cuisine;
- Develop the inter-human understanding between peoples across borders beyond one's own cultural area, and between peoples of other cultures within one's own borders due to globalisation, which is becoming increasingly important.
- Mastery of languages widens the horizons of experience and is important for one's own mobility and for professional qualifications. Contact with other languages helps towards developing the understanding of other cultures and towards reflecting on one's own language and culture;
- Share experiences and ideas with their peers.

Duration: 1 week (6 days – Sunday to Friday – 9h00 to 14h00)

Location: Porto, Portugal **Language:** English/German

Certification: Certificate of Attendance + description of the *learning outcomes* above; Europass validation

Price: 580€ (course fee + administration costs + social program)

(Our courses are eligible to be completely funded by the new Erasmus+ program 2021-2027 – KA1 funds and several other programs)

**LET'S LEARN
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DAILY PROGRAM*

Our courses also include a daily Coffee Break & Social Program (4 ACTIVITIES)

DAY 1

- Welcome dinner, icebreaking
- Meet & greet, networking – participants and staff
- Week briefing & planning

DAY 2

- The alphabet, numbers and colours
- Introduce yourself/countries/occupations
- Languages and countries
- People and hobbies, The workplace
- Free time, At the hotel, The city map
- Food and drink. Recognise food items on a menu and learn how to order
- Talk about yourself, your family and work
- Times of the day, the week, seasons and special holidays
- Make plans and talk about transportation and travel

DAY 3

- Personal pronouns and verbs (present tense)
- Nouns: der/die/das
- Verbs: Modal verbs and sentence brackets. Past tense ("Perfekt")
- The negative form, Place Prepositions
- Personal pronouns in the accusative case
- How to form a question using German 'W' words
- Verb position & conjugations (present tense)
- Personal and possessive pronouns
- Introduction to separable verbs

DAY 4

- Daily schedule
- Stress in the office or classroom
- Arranging appointments
- The seasons and the weather
- Destinations, travel preparations
- Living & the home furnishings
- Health
- Excuses

DAY 5

- Time Prepositions
- Sentence connectives: conjunctions
- Space Indicators
- Adjectives

DAY 6

- Group work: presentation
- Course roundup & review
- Learning outcomes' validation
- Certification Ceremony

*This schedule/ program describes likely activities but may differ based on the trainer's discretion and objectives.



EDUCATIONAL LEADERSHIP



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COURSE DESCRIPTION

School leaders should work with staff to understand their personal development needs and skills, as well as their knowledge gaps.



This can help to create a culture of empowerment, self-directed learning and responsibility. Furthermore, leading by example can demonstrate how schooling staff can improve their teaching capacity.



Good leadership in schools is the practice of encouraging and enabling school-wide teaching expertise to achieve a strong progress rate for all learners. This leadership can be driven by principals and executive staff in traditional leadership roles, as well as by school leaders and teachers without defined leadership roles.



For teaching staff and future leaders in the education sector, it's important to understand what the benchmark is for good leadership in schools, and how it can be used to drive lasting and sustainable change.



Course Objectives: Provide a learning program that enhances school executives' understanding of the school's culture contribution to:

- its performance;
- student learning;
- to the collective goals' achievement.

COURSE INFORMATION

Learning Outcomes

- Train the prospective school executive and staff to practice strategic leadership that promotes a vision, mission, values, beliefs and goals for 21st-century schools;
- Provide school executives with the knowledge of the best school practices that result in an environment of accountability and high standards for all students;
- Develop school staff's skills to create a professional learning community that empowers teachers with distributive leadership;
- Facilitate school executives' external development leadership skills that will enhance parent/community/business engagement, support and ownership within the school;
- Develop school executives' micropolitical leadership skills to facilitate social cohesion and shared decision-making among staff.

Duration: 1 week (6 days – Sunday to Friday – 9h00 to 14h00)

Location: Porto, Portugal **Language:** English

Certification: Certificate of Attendance + description of the *learning outcomes* above; Europass validation

Price: 580€ (course fee + administration costs + social program)

(Our courses are eligible to be completely funded by the new Erasmus+ program 2021-2027 – KA1 funds and several other programs)

**LET'S LEARN
TOGETHER!**

DAILY PROGRAM*

Our courses also include a daily Coffee Break & Social Program (4 ACTIVITIES)

DAY 1

- Welcome dinner, icebreaking
- Meet & greet, networking – participants and staff
- Week briefing & planning

DAY 2

- Be able to articulate a vision of how schools should seek to prepare students for the changing 21st-century world
- Become knowledgeable on scheduling processes that address diverse student learning needs
- Develop the knowledge, skills and dispositions needed to be a visible, accessible and effective school leader
- Develop the skills needed to formulate annual school improvement plans through collaboration with all school stakeholders
- Demonstrate 21st century knowledge curriculum, instruction and assessment

DAY 3

- Understand the process of collecting/using student and other formative assessment data for instructional improvement
- Develop the skills needed to conduct fair and equitable teacher evaluations
- Understand and use data from sources such as the NC Teacher Working Conditions Survey to influence school improvement
- Learn how to successfully influence the evolution of the school's culture to support continuous school improvement

DAY 4

- Develop effective communication skills related to school accomplishments to the district office and public media
- Develop the skills needed to effectively distribute leadership throughout the school board
- Understand how professional learning communities can create and support collaborative work environments
- Learn how to develop professional learning communities that are aligned with the school's improvement plan and focus on 21st century student learning

DAY 5

- Learn how to implement site-based management to support team decision-making of both faculty and staff within the school
- Improve knowledge – hiring, inducting and mentoring new teachers and other school staff
- Understand how to develop a balanced operational budget for school programs and activities
- Learn how to proactively mediate staff interests and intervene regarding discordant issues when needed
- Understand how to align the school's curriculum with the state's accountability program
- Learn the skills needed to promote a sense of well-being among faculty, staff, student and parents
- Develop the external leadership skills needed to empower parents and other stakeholders to take shared responsibility for student and school success

DAY 6

- Develop the skills needed to effectively promote collaborative design, sharing, evaluation, and engaging instruction that ensure student learning
- Learn how to effectively collaborate with faculty and staff to develop clear expectations, structures, rules and procedures for students and staff
- Develop an understanding of how performance should be utilized as the criteria for reward and advancement
- Group work: presentation
- Course roundup & review
- Certification Ceremony



SOCIAL ENTREPRENEURSHIP



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COURSE DESCRIPTION

Social entrepreneurship is changing the nature of social interventions. It is fast becoming a preferred method of “doing good” because it promotes sustainability.



The idea that social entrepreneurs are fundamental to our society and our ability to provide solutions to the myriad of social problems, is not new. By engaging your students with social entrepreneurship, you will not only give them critical creative skills for future jobs, but also position them as leaders in this growing area.



Course objectives: focus on professional teaching skills, related to the new trend called “social entrepreneurship”. Specifically, the acquisition of appropriate skills to support young people in building social enterprises that address the challenges of our time.

This course also intends to promote the development of specific and well-designed practices and innovative ideas on sociological fields. Class activities designed to illustrate the importance of working with others to solve problems using creative thinking and sharing resources is also one of the central aspects of this training course.

COURSE INFORMATION

Learning Outcomes

- Know how to identify the potential and the challenges of working in socially useful sectors, but not interesting to the market economy;
- Know how to facilitate, plan, conduct, document and evaluate innovative social entrepreneurship processes with various target groups;
- Know how to use innovative research methods and work on co-creation processes with various target groups;
- Develop social entrepreneurship knowledge (concepts, importance in each society);
- Be able to disseminate the "culture of social entrepreneurship" in your students and support school-developed projects;
- Reinforce self-awareness as a European citizen;
- Improve language, communication and social skills.

Duration: 1 week (6 days – Sunday to Friday – 9h00 to 14h00)

Location: Porto, Portugal **Language:** English

Certification: Certificate of Attendance + description of the learning outcomes above; Europass validation

Price: 580€ (course fee + administration costs + social program)

(Our courses are eligible to be completely funded by the new Erasmus+ program 2021-2027 – KA1 funds and several other programs)

**LET'S LEARN
TOGETHER!**

DAILY PROGRAM*

Our courses also include a daily Coffee Break & Social Program (4 ACTIVITIES)

DAY 1

- Welcome dinner, icebreaking
- Meet & greet, networking - participants and staff
- Week briefing & planning

DAY 2

- Introduction and entrepreneurship concepts
- New times, new challenges
- Cases of social innovation and entrepreneurship
- Entrepreneurial culture
- Social Entrepreneurial environment (Incubators, business labs)
- Social Entrepreneurs (profiles)
- Practical group work and exercises

DAY 3

- Innovation and creativity: concepts, principles and barriers;
- Creativity process
- Creativity and innovation: promotion tools and techniques
- Practical group work and exercises

DAY 4

- Business Models & Plans
- Strategic analysis & formulation
- Social projects presentation (Elevator pitch)
- Practical group work and exercises

DAY 5

- Resources (human, financial and material)
- Social entrepreneurship: projects funding, implementation and development
- Measurement tools
- Practical group work & exercises

DAY 6

- Social entrepreneurship education in the classroom
- Future cooperation and planning follow up activities (discussion)
- Course roundup & review
- Learning outcomes' validation
- Certification Ceremony

*This schedule/ program describes likely activities but may differ based on the trainer's discretion and objectives.



SOFT SKILLS

FOR TEACHING TECHNIQUES



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COURSE DESCRIPTION

Soft skills are personal attributes, as well as personality traits, social skills and communication skills. They characterize how an individual interacts with peers within and outside the work environment.



Different from the so-called hard skills, soft skills involve emotions and intuition, both responsible for the ability to express and interpret the feelings of another person. Teachers need to be highly skilled in all these areas to be excellent in their profession.



For a teacher, it's not just important to give a quality lecture; they also need to be able to transfer knowledge, skills and values at the same time. Soft skills for teachers are thus as important as their in-depth knowledge on a particular subject. It is only through soft skills that a teacher can introduce creative and effective solutions to the students' problems.



Course objectives: The course's main goal is to develop and acquire effective soft skills. The course focuses on improving techniques and practical activities that teachers can use in a classroom context, whilst expanding their ideas so they can teach engaging and informative lessons. The course aims to assist teachers of all subjects and to clarify their roles in encouraging students to become confident users of their language, in reading, writing and talking.

COURSE INFORMATION

Learning Outcomes

- Develop soft skills in order to overcome communication barriers;
- Provide tools for a more effective communication and to motivate different personality types;
- Understand group dynamics;
- Enable the participants to understand learners and colleagues' needs;
- Acquire knowledge and tips related to delivering effective public speeches (how to structure and plan effectively a speech), communication skills and learning styles;
- Provide practical tools for identifying and changing unsupportive behaviors;
- Identify and share good practices that can be implemented at a local level;
- Enhance communicative competence in English.

Duration: 1 week (6 days – Sunday to Friday – 9h00 to 14h00)

Location: Porto, Portugal **Language:** English

Certification: Certificate of Attendance + description of the learning outcomes above; Europass validation

Price: 580€ (course fee + administration costs + social program)

(Our courses are eligible to be completely funded by the new Erasmus+ program 2021-2027 – KA1 funds and several other programs)

**LET'S LEARN
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DAILY PROGRAM*

Our courses also include a daily Coffee Break & Social Program (4 ACTIVITIES)

DAY 1

- Welcome dinner, icebreaking
- Meet & greet, networking – participants and staff
- Week briefing & planning

DAY 2

- A reflection on the importance of the relationship between learners and facilitators
- Levels of communication: Verbal language, Non-verbal or paralinguistic language
- Body language, The silence
- Communication models
- Practical group work and exercises

DAY 3

- Factors that facilitate communication
- Oral communication, Interpersonal relationship, Empathy, The keys for effective communication: active listening
- Active listening tools – Echoing,
- Encouragement, Probing, Paraphrasing, Reflective paraphrasing

DAY 4

- Communication & learning styles
- Communication barriers
- Communication in team dynamism
- New practices for communicating, building trust & self-esteem
- Understand communication & explore the mindsets of effectiveness
- Practical group work and exercises





DAY 5

- Motivation, persuasion, negotiation and leadership
- Motivating oneself
- The art of persuasion: from persuasion to negotiation
- Leadership and motivating others

DAY 6

- Essential & vocational skills: survival strategies
- Managing time, stress, resilience
- Work-life balance
- Course roundup & review
- Learning outcomes' validation
- Certification Ceremony

*This schedule/ program describes likely activities but may differ based on the trainer's discretion and objectives.



STRONG TEAMS, STRONGER SCHOOLS **NEW!**



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COURSE DESCRIPTION

Schools are complex organizations of structures and cultures reflecting the values of those who lead and work in them. Your staff, as individuals, have different skills, different ideas and different ways of working. Managing people involves dealing with life choices, human emotions and developing a greater level of personal effectiveness.



Effective school team management strengthens leadership, improves teaching, learning and increases job satisfaction.

With this course you'll be able to:

- Learn some essential strategies for managing individuals and teams, leading and enhancing team performance through delegation, coaching, effective prioritisation and able decision-making;
- Become more confident and gain essential people management skills to motivate and inspire performance in your school/training center/organization.



Course Objectives: The course's main goal is to handle the key factors that will ensure productivity, engagement, and growth, as well as a leader's role in building trust, removing roadblocks, nurturing connections with team members and setting clear goals. It is designed to enable leaders to reflect on the importance of teams in operations, leadership and management; to foster people development, reward and motivate individuals and nurture talent. Furthermore, it will also help Identify and implement strategies to increase i) teams' effectiveness and impact, ii) team working in delivering the organisation's vision.

COURSE INFORMATION

Learning Outcomes

- Communicate more effectively with the people you work with and motivate them to deliver stronger and constructive team outcomes;
- Strengthen your leadership style, develop your emotional intelligence;
- Resolve conflict through appropriate negotiation techniques;
- Set healthy boundaries for managing difficult people issues and behaviours;
- Lead an effective change process involving other stakeholders;
- Coach team members to fulfil their potential;
- Performance management to facilitate growth and enable effective corrective action where and when needed;
- Transfer and share core values, experiences and effective teaching practices with other teachers and colleagues.

Duration: 1 week (7 days – Sunday to Saturday – 9h00 to 14h00)

Location: Lisbon, Portugal **NEW!** **Language:** English

Certification: Certificate of Attendance + description of the learning outcomes above; Europass validation

Price: 660€ (course fee + administration costs + social program)

(Our courses are eligible to be completely funded by the new Erasmus+ program 2021-2027 – KA1 funds and several other programs)

**LET'S LEARN
TOGETHER!**

DAILY PROGRAM*

Our courses also include a daily Coffee Break & Social Program (4 ACTIVITIES)

DAY 1

- Welcome dinner, icebreaking
- Meet & greet, networking – participants and staff
- Week briefing & planning

DAY 2

- Communicating effectively with team members
- Motivating team members and other stakeholders
- Developing emotional intelligence and knowing how to use it within your team
- Performance management, monitoring performance & feedback
- Developing your leadership style and communication skills when managing others
- Facilitate effective change using best practice models
- Practical group work and exercises

DAY 3

- Organising team work
- Communicating effectively with the team
- Management focused on results and people
- Motivating and energising the team
- Conflict management – Negotiation skills
- Managing change within your team
- Dealing with difficult people, including setting healthy boundaries when dealing with difficult behaviours, managing resistance, counselling, coaching and conflict resolution
- Exploring the notion of talent, its expected value to the organisation, and how it is managed within an organisation

DAY 4

- Team leadership: own phenomena and dynamics, challenges and specific problems
- Different personal preferences and their impact on leadership roles
- Different leadership styles
- Skills needed for team coordination
- Strategies to mobilize the team for an excellent performance
- Coach and performance manage others to achieve the best outcome at both an individual and organisational level
- Problematic situations within the team
- Practical group work and exercises

DAY 5

- Teamwork – implications and specificities
- Excellence in teamwork
- Interpersonal differences and their impact on teamwork
- Personal resources' allocation according to the team
- How to overcome impasses and obstacles in teamwork

DAY 6

- Group work
- Presentations
- Course roundup & review
- Learning outcomes' validation
- Certification Ceremony

DAY 7

Social Program & Activities

- 7 Hills River Cruise
- Belém Lisbon Tour
- Modern Lisbon Tour

* This schedule/program describes likely activities but may differ based on the trainer's discretion and objectives.



TRUSTED BY EDUCATORS ALL AROUND EUROPE

Learning Together believes that well-trained teachers are more motivated & better able to successfully perform and achieve organizational goals! We believe that all organizations' core are its **people**, therefore we organise development courses for education professionals who want to enhance & acquire new competencies related to their work practice. That way, participants can better teach the people of tomorrow, **while absorbing new cultures and meeting people all around Europe!**

LET'S LEARN TOGETHER!

**Sign up for a course and
start your journey with us!**