

**Communication and Language Course in English for European Trade Unionists  
Ljubljana, Slovenia, 11th – 15th June, 2018\***

<b>Sunday 10<sup>th</sup> June</b>		
	17.00	Arrival at Ljubljana Airport and transfer to Hotel in Ljubljana
	19.00	Reception and welcome dinner
dinner	Post-	Approx. 20.15 (one hour) Session 1: Plenary – “Greeting & Introductions”
<b>Monday 11<sup>th</sup> June</b>		
	09.00	Session 2: “Opening” Plenary – Introduction of Course Objectives (formal opening + ...house-keeping...): Working with Language & Developing Communication Skills Conversation starters, Greeting People, Small Talk & Communication Strategies
		Coffee Break
	10.30	Session 3: Working with Vocabulary
	10.50	Topics introduced: Back to the Board – TU glossary
		Lunch
	12.30	Session 4: Plenary – ‘Conversation circle’
	13.45	Groups – “What goes into Effective Presentations? (presentation techniques and language)
		Coffee Break
	15.15	Session 5: Study Visit – “Exploring Ljubljana” Working
	15.30	Groups
		Dinner
	19.00	<i>Evening activity- getting to know each other even better</i>



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<b>Tuesday 12<sup>th</sup> June</b>	
09.00	Session 7: Plenary – ‘Conversation circle’ What does Brexit mean for us? Research and feedback. Looking at the new TU picture.
	Coffee break
10.30	Session 8: Groups – Arranging meetings Working with Language & Vocabulary
10.50	Lunch
12.30	Session 9: Plenary – ‘Conversation circle’ “Digitalization and the Future of Labour” Groups – Working with Language
13.45	Session 10: National presentations (Preparation Work)
	Dinner
15.30	Session 11: Cultural briefings
19.00	
20.15	



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<b>Wednesday 13<sup>th</sup> June</b>	
9.00	Session 12: Plenary – ‘Scavenger Hunt’ Groups – Trade Unions Challenges Working with Language
	Coffee Break
10.30	Session 13: Plenary – Working with Vocabulary Topics introduced: Workplace Issues
10.50	Lunch
12.30	Session 14: Plenary – Picture circle. Groups – Are we the same? Gender, multi-cultural Diversity and what it means.
13.45	Coffee break
15.00	Session 15: Language Workshops Negotiate better. Topics introduced: Language of Negotiations & Language of Meetings
15.30	Dinner
	Session 16: Cultural briefings
19.00	
20.15	



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<b>Thursday 14<sup>th</sup> June</b>	
9.00	Session 17: Plenary - 'The Human Belt' – Reaching out to the worker and "new workers." Best Practices and experiences and ideas.
10.30	Coffee break
10.50	Session 18: Groups – Working with Language and Developing Communication Skills: Tense Review & Saying the right thing. Clarifying and Misunderstandings.
12.30	Lunch
13.45	Session 19: Plenary Plenary - "The Art of Effective Correspondence" Working with Language and Vocabulary Topics introduced: Business Email and Letter Writing
15.15	Coffee break
15.30	Session 20: Visit to the Trade Union
19.00	Dinner
20.15	International Time



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<b>Friday 15<sup>th</sup> June</b>	
09.00	Session 21: Plenary – Task for Presentations: presenting TU/confederations – preparation work
10.15	Coffee break
10.30	Session 22: Groups – Plenary – “Giving Talks” (5-minute talks) Presenting TU/confederations (individual tables)
12.30	Lunch
13.45	Session 23: Plenary – What To Do After the Course
15.00	Session 24: What have I learnt? Coffee break
15.15	Session 25: Plenary Evaluation – Individual Evaluations
16.00	Session 31: Closure of the Course

\* The Course Programme is subject to changes as to the participants’ English language needs and requirements. The Course sessions, set forth in the Course programme, envisage developing speaking, listening, writing and reading skills with a special emphasis on Communication.