## Academic Management in ELT

#### **Course Overview**

Academic Management in EFL is a programme designed for new Academic Managers, Director of Studies (DoS) or those considering taking up this role in the future. Various skills and areas will be covered in the course to give participants a broad overview of what is involved when carrying out this position. This course is a very "hands on" interactive programme with many opportunities for participants to develop management skills and discuss issues and challenges that are associated with this role.

#### **Course Outcomes**

- Better manage a language school and develop management skills
- Deal with managing the balance between maintaining academic quality and satisfying the commercial demands of a language school
- Develop communication and team building skills
- Manage staff performance, and design and manage performance review systems
- Manage the teaching team: recruitment and induction of new staff, teacher observation and feedback systems, staff motivation and in-service professional development and coaching
- Use time management techniques
- Appreciate the importance of customer satisfaction



#### Methodology

The methodology of the EFL academic management course incorporates a combination of theoretical learning, practical applications, and interactive activities. This is achieved through: analysing case studies, pair/group discussions, group projects, practical exercises such as developing syllabi, reviewing assessment procedures, role plays and open classroom discussions.

Overall, the methodology aims to engage students actively in the learning process, promote critical thinking and problem-solving skills, and prepare them for leadership roles in EFL academic management.

At the end of the course, participants will receive a Swan Training Institute Certificate for the 20/40 hour Academic Management in ELT course.





## Sample Timetable • •

1st week	First Session	Second Session	
Monday	<ul> <li>Management Skills and Leadership Strategies</li> </ul>	Centering on managing Teams	
Tuesday	Promoting learner autonomy	Student-Centered Approaches to Teaching	
Wednesday	Curriculum Development for English     Language Instruction	Quality Assurance and Accreditation for Language Schools	
Thursday	<ul> <li>Recruiting, Developing, and Retaining Language Instructors</li> </ul>	Performance Evaluation and Feedback for Teaching Staf	
Friday	Professional Development Pathways for Language Teachers	Enhancing Student Services and Support for Language Learners	
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1st week	First Session	Second Session	
1st week Monday	First Session  Thinking outside the desk - Movement and activity in learning	Second Session  • Informed Decision Making in Educational Institutes	
	• Thinking outside the desk -	Informed Decision Making in Educational	
Monday	<ul> <li>Thinking outside the desk -         Movement and activity in learning</li> <li>Crisis Management and Emergency</li> </ul>	<ul> <li>Informed Decision Making in Educational Institutes</li> <li>Legal and Ethical Issues in Language School</li> </ul>	
Monday Tuesday	<ul> <li>Thinking outside the desk - Movement and activity in learning</li> <li>Crisis Management and Emergency Preparedness in Language Schools</li> <li>Promoting Diversity, Equity, and</li> </ul>	<ul> <li>Informed Decision Making in Educational Institutes</li> <li>Legal and Ethical Issues in Language School Administration</li> <li>Globalization and Internationalization of</li> </ul>	



## Academic Writing and Presentation Skills

#### **Course Overview**

This course is suitable for lecturers, teachers, administrative staff in educational sectors, and researchers keen to improve their basic academic writing and presentation skills.

The focus is on developing the necessary skills to engage successfully in a range of educational settings. Emphasis is placed on developing techniques regarding writing in an academic format, while being aware of form and structure. There is also an additional focus on the aspects of style and register in both written and spoken contexts.

#### **Course Outcomes**

By the end of the programme, participants will be able to:

- Improve their English language skills and work on their personal language goals.
- Obtain the confidence and skills required to assist their students to become public speakers, including: confidence-building exercises, assessment tools, and methods for correcting in the classroom.
- Focus on acquiring skills for teaching writing, especially the skills students most need for academic writing, including: avoiding plagiarism, planning and outlining, and using appropriate connectors and cohesive devices.
- Gain an understanding of how to best use and exploit materials intended to teach English for academic purposes.



#### Methodology

Academic Writing & Presentation Skills is designed to help professionals and academics in Higher and/or Further Education institutions who are required to publish or use material in English. The course covers language for academic writing, with a particular focus on vocabulary, grammar, register and style. Various academic writing examples will all be examined, and participants will have a chance to get individual feedback.

At the end of the course, participants will receive a Swan Training Institute Certificate for the 20/40 hour Academic Writing & Presentation Skills.





1st week	First Session	Second Session		
Monday	Overview and ice breaking activities	Basics of academic writing: structure		
Tuesday	<ul><li>Introduction to writing outlines</li><li>Practical session: creating outlines</li></ul>	<ul> <li>Academic norms: register and genre</li> <li>Vocabulary usage in academic contexts</li> </ul>		
Wednesday	<ul><li>Techniques for avoiding plagiarism</li><li>Paraphrasing and summarising</li></ul>	<ul> <li>Presentation skills: basics and techniques</li> <li>Confidence-building exercises</li> </ul>		
Thursday	<ul><li>Connectors and cohesive devices</li><li>Writing exercise: cohesion</li></ul>	<ul><li>Writing skills: academic writing</li><li>Group activities and discussion</li></ul>		
Friday	Tools and methods for correcting in the classroom	<ul><li>Writing and peer review</li><li>Individual feedback</li></ul>		
2nd week	First Session	Second Session		
2nd week	First Session	Second Session		
2nd week Monday	<ul> <li>First Session</li> <li>Public Speaking: Techniques and Tips</li> <li>Exercises on speaking confidently</li> </ul>	Second Session     Using and Exploiting Materials for Teaching EAP		
	<ul> <li>Public Speaking: Techniques and Tips</li> </ul>	Using and Exploiting Materials for Teaching		
Monday	<ul> <li>Public Speaking: Techniques and Tips</li> <li>Exercises on speaking confidently</li> </ul>	Using and Exploiting Materials for Teaching EAP		
Monday Tuesday	<ul> <li>Public Speaking: Techniques and Tips</li> <li>Exercises on speaking confidently</li> <li>Planning Academic Texts</li> <li>Structuring a Presentation</li> </ul>	<ul> <li>Using and Exploiting Materials for Teaching EAP</li> <li>Advanced Vocabulary for Academic Writing</li> <li>Using Technology in Academic Writing and</li> </ul>		

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# CLIL - Approaches, Methodologies and Best Practice

### Target Audience

- Primary and Secondary level teachers
- Teachers from non-linguistic backgrounds who want to up skill themselves
- Teachers of different language backgrounds than native student population

#### Course Objective s

- Principles of teaching using a CLIL approach
- Improve communication skills in English and developing language for the classroom including a CLIL approach
- Explore the potential of an inquiry-based project-work approach to CLIL
- Exchange of ideas and materials with teachers from all over Europe
- Improve ICT methods and approaches

#### Course Details

- One or two weeks Moday to Friday 20 hours
- ICT incorporated into every course
- Participants need minimum B2 English language proficiency
- Cultural programme in the afternoons

#### Helpful Materials

- Uncovering CLIL (2008, Macmillan Books for Teachers), P. Mehisto, D. Marsh & M. J. Frigols
- Foundations of Bilingual Education (2006, Multilingual Matters), C. Baker
- Bilingual and ESL Classrooms (2006, McGraw), C. Ovando, M. Combs, & V. Collier
- The Practice of English Language Teaching (2007, Longman ELT), J. Harmer
- The Lexical Approach (2002, Thomson), M. Lewis
- The English Verb (2002, Thomson), M. Lewis



#### Course content

- Developing new concepts and ideas of integrating CLIL into teaching practice.
- Broad overview of CLIL and its theoretical origins
- Wide range of practical classroom activities and approaches
- Portfolio based assessment
- Online aftercare including an interactive platform for teachers
- Topics: CLIC methodology, language focus, subject based materials, material development and peer-to-peer practical sessions





1st week	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 10:15	Intro to Course	CLIL Building Blocks	Subject Area 1	Language Focus 2	CLIL Materials 2
	В	R	E	А	К
10:30 - 11:45	What is CLIL?	CLIL Methodology	Scaffolding	CLIL Methodology 2	Language Focus 3
	В	R	E	А	К
12:00 - 13:00	Applications of CLIL	Language Focus 1	CLIL Materials 1	Subject Area 1	Weekly Review

12:00 - 13:00	Applications of CLIL	Language Focus 1	CLIL Materials 1	Subject Area 1	Weekly Review
	M	odule des	criptions		
Intro to Course	Introduction to CPs	and syllabus	Subject Area	CLIL application	to subject areas
What is CLIL?	A historical look	at CLIL	Scaffolding	Introduction t	o scaffolding
Applications	Practical classroom	application	CLIL Materials	Analysis of existin	ng CLIL materials
CLIL Building Blocks	A look at basic classr drawing on CPs prior	•	Materials Development	Practice of lesso materi	
Methodology	Examples of CLIL in t	he classroom	Materials	Presenting mater	ials to the group

Peer to Peer



Language Focus

Refresher of basic ELT practices



Micro teaching exercise in groups

## **English for Professional Purposes**

#### **Course Overview**

The methodology for teaching English for the workplace focuses on practical language skills and professional communication strategies tailored to the specific needs of the workplace environment. Key components of this methodology, Needs Assessment, Contextualized Learning, Authentic Materials, Task-Based Learning, Professional Communication Skills, Vocabulary Building, Language Practice, Feedback and Evaluation, and the integration of technology

By employing these methodologies, English language instructors can effectively prepare learners to communicate confidently and competently in various workplace settings, ultimately enhancing their professional opportunities and success.

#### **Course Outcomes**

- Clearly express and support opinions both in written and spoken English
- Apply the formal conventions in terms of structure of email correspondence, essays and business proposals
- Apply a range of vocabulary and grammatical structures accurately at a B2 level, as well as use spelling and punctuation correctly
- Describe and analyse a topic in a presentation taking into account audience, style and register, and key pronunciation issues that hinder communication, and present their opinions in an engaging manner.



#### **Methodology**

The methodology for teaching English for the workplace focuses on practical language skills and professional communication strategies tailored to the specific needs of the workplace environment. Kev components of methodology are Needs Assessment, Contextualized Learning, Authentic Materials, Task-Based Learning, **Professional** Communication Skills, Vocabulary Building, Language Practice, Feedback and Evaluation, and the integration of technology.

English language instructors can effectively prepare learners to communicate competently in workplace settings, enhancing their professional opportunities and success.

At the end of the course, participants will receive a Swan Training Institute Certificate for the 20/40 hour English for Professional Purposes course.





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1st week	First Session	Second Session		
Monday	Introduction to the course	Essay writing techniques		
Tuesday	Grammar Focus: Sentence Structure and Punctuation	<ul> <li>Email Correspondence: Formal and Informal</li> <li>Structure and Conventions of Email</li> </ul>		
Wednesday	<ul><li>Business Proposal Writing</li><li>Vocabulary and Phrasing</li></ul>	<ul><li>Drafting a Business Proposal</li><li>Peer Review and Feedback</li></ul>		
Thursday	<ul><li>Delivering Presentations</li><li>Pronunciation and Intonation Techniques</li></ul>	<ul> <li>Preparing a Presentation: Topic Selection and Research</li> <li>Practice and Group Feedback</li> </ul>		
Friday	<ul><li>Language for Presentations</li><li>Presentation Structure and Flow</li></ul>	<ul> <li>Individual Presentation Preparation</li> <li>Instructor Feedback and Guidance</li> </ul>		
2nd week	First Session	Second Session		
Monday	<ul><li>Advanced Email Correspondence</li><li>Case Studies and Role-Playing</li></ul>	<ul> <li>Essay Writing: Advanced Techniques</li> <li>Peer Review and Feedback</li> </ul>		
Tuesday	Grammar: Advanced Structures	Business Proposal Finalization		
Wednesday	<ul> <li>Presentation: Engaging the Audience</li> <li>Visual Aids and Presentation Tools</li> </ul>	<ul> <li>Practice Presentations</li> <li>Group Feedback and Refinement</li> </ul>		
Thursday	<ul> <li>Professional Vocabulary Building</li> <li>Contextualized Learning Activities</li> </ul>	<ul> <li>Final Presentation Preparation</li> <li>Instructor Support and Q&amp;A</li> </ul>		
Friday	Final Presentations	Course Review and Wrap-up		
	Erasmus+	English Language Training		



## English Language and Irish Culture

#### **Course Overview**

In this course, students can develop their production and confidence in English while also understanding various aspects of Irish culture and society.

English Language & Irish Culture will cover many skills including reading, writing, and speaking in English at the same time as acquiring insights into a new culture. This course mixes Irish culture content lessons with English language skills to enhance students' communication skills with others on the topic of Irish culture and traditions.

During the course, participants learn about important aspects of life in Ireland through presentations, tasks, research, songs, and interaction with local people in Dublin.



#### **Course Outcomes**

By the end of the programme, participants will be able to:

- Enable students to consolidate and improve their overall level in English
- Receive an introduction to Irish Culture through classroom sessions
- Discuss and learn about various Irish culture topics music, sport, food, myths & legends and literature
- Participate in social and cultural activities which offer an immersion in Irish culture

#### Methodology

In addition to using various course materials and participating in group/pair work activities, students are encouraged to share ideas and experiences, and are given the opportunity to collaborate on different types of tasks in order to deepen their knowledge

and develop their communicative competency through English.

Participants should finish the course with a portfolio of materials and resources that can be used in their teaching context.

At the end of the course, participants will receive a Swan Training Institute Certificate for the 20/40 hour English Language & Irish Culture Course.





1st week	First Session	Second Session		
Monday	<ul><li>Course Intro/Icebreaker</li><li>Overview of Irish Culture and History</li></ul>	<ul><li>Language Skill: Reading &amp; Comprehension</li><li>Irish Myths</li></ul>		
Tuesday	<ul><li>Irish Literature (Wilde, Yeats &amp; Joyce)</li><li>Watch and discuss a documentary</li></ul>	<ul> <li>Analysing Irish poems and short stories</li> <li>Prep of presentation on Irish Literature</li> </ul>		
Wednesday	Traditional Irish music	Listening: Irish Folk music		
Thursday	<ul><li>Language skill: Listening &amp; notes</li><li>Topic: Irish politics and society</li></ul>	<ul> <li>Discussion: Comparing home cultures</li> <li>Researching an Irish political figure</li> </ul>		
Friday	<ul><li>Language Skill: Vocabulary Building</li><li>Irish Sports</li></ul>	Preparation and presentation of Irish sports/music		
2nd week	First Session	Second Session		
Monday	<ul><li>Language skills: Advanced reading</li><li>Topic: Irish culinary traditions</li></ul>	Irish Food and Beverage Brands		
Tuesday	Language Skill: Creative writing	Writing your own Irish myth		
Wednesday	Language Skill: Public speaking	Plan and present an Irish festival		
Thursday	The Rise of Dublin as Global Tech Hub     Language Skill: Listening & Discussion     The Trish language	<ul> <li>Beginner Gaelic Language Lesson</li> <li>Hiberno-English: Peculiarities of how the Irish Speak English</li> </ul>		
Friday	<ul><li>Irish cinema and media</li><li>Watching an Irish film</li></ul>	<ul> <li>Irish film discussion</li> <li>Course summary and final presentation</li> </ul>		
	Erasmus+	Sendish Language Training		



## **English Language and Sustainability**

#### **Course Overview**

This project-based programme aims to give students an insight into sustainability. By undertaking specific projects, students will get an overview of the topic and use their newly acquired knowledge to present practical ways to promote future sustainability.

The syllabus of the programme has been elaborated and revised by our experienced academic team to offer high quality standards and an excellent and clear understanding of all the subject areas.

#### **Course Outcomes**

- Define sustainability as the ability to meet the needs of the present, without compromising the ability of future generations to meet their own needs
- Articulate their vision of a sustainable future, and develop a plan for achieving it
- Define sustainability and describe the three pillars of sustainability
- Identify and describe sustainability problems
- Become familiar with trade-offs, draw conclusions, use information to make balanced decisions and understand the perspectives of others.
- Identify the factors that contribute to their ecological footprint and explore ways to reduce their ecological footprint, and discuss the logistics of doing so
- Find sources of food waste and propose realistic strategies for dealing with food waste
- Design and present a newly-designed sustainable city that intentionally seeks to not marginalize



#### Methodology

This is a project-based programme.

By undertaking specific projects, students will get an overview of the topic and use their newly acquired knowledge to present practical ways to promote future sustainability.

The syllabus of the programme has been elaborated and revised by our experienced academic team to offer high quality standards and an excellent and clear understanding of all the subject areas.

At the end of the course, participants will receive a Swan Training Institute Certificate for the 20/40 hour English Language & Sustainability Course.





## Sample Timetable • • •

1st week	First Session	Second Session		
Monday	Introduction to Sustainability	The Three Pillars of Sustainability		
Tuesday	Defining Sustainability and     Articulating a Vision	Project Introduction and Planning		
Wednesday	Identifying Sustainability Problems	Case Studies on Sustainability Issues		
Thursday	Ecological Footprint and Reduction     Strategies	Practical Exercises on Footprint Reduction		
Friday	Addressing Food Waste	Strategies to Minimize Food Waste		
2nd week	First Session	Second Session		
Monday	Trade-offs and Decision Making	Group Discussions on Sustainability     Challenges		
Tuesday	Developing a Plan for a Sustainable     Future	Workshop on Sustainable Practices		
Wednesday	<ul> <li>Sustainable City Design Project (Planning)</li> </ul>	Sustainable City Design Project (Development)		
Thursday	Sustainable City Design Project (Final Touches)	Preparing for Presentation		
Friday	<ul> <li>Presenting the Sustainable City</li> <li>Design</li> </ul>	Course Review and Feedback		

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## **Erasmus+ Teacher Refresher Programme**

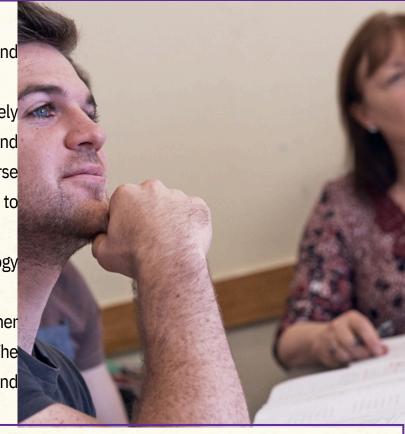
#### **Programme Overview**

Our course presents innovations in methodology and advances in practical uses of ICT in the class room.

The course is designed so that teachers can immediately see the benefits in their own classroom and find applications for teachers' own contexts. The course builds on teachers' previous experience and aims to update teachers' skills.

The programme consists of a two-week of methodology and strategy updates for teachers of English.

We aim for teachers to learn about motivation, learner autonomy and effective second language acquisition. The course will also develop new pedagogical methods and curricula.



#### Course Objectives

- Broaden understanding of learner centered approaches
- Learning from other teachers through sharing of professional experiences
- Exploring innovations in language teaching, using ICT to support student learning

#### Methodolog y

- Observations, material workshops, peer-to-peer planning and journal work
- Using peer experiences to develop skills in a group setting

#### Course Details

- 1 or 2 weeks from Monday to Friday, 20 hours per week
- Course participants must have a minimum of B2 English language proficiency
- Optional cultural programme in the afternoons

#### **Trainers**

• Native English speaking university graduates, with post graduation qualifications in TEFL

#### Preparation

- Participants should be ready and willing to share their teaching experiences
- · Some pre-course reading and tasks
- basic knowledge of computers/Irish culture





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1st week	Content	Description		
Monday	<ul><li>Course Intro/Getting to know you</li><li>Learner autonomy and motivation</li></ul>	<ul> <li>Participants introduce themselves</li> <li>Introduction to new ideas for first lessons</li> </ul>		
Tuesday	<ul><li>Language awareness</li><li>Classroom issues - debate</li></ul>	Participants experience the role of their students for better understanding		
Wednesday	<ul><li>Classroom observations</li><li>Classroom issues - workshop</li></ul>	Participants share their favourite skills and learn some new ones!		
Thursday	<ul><li>Material/Lesson planning</li><li>Language awareness - grammar</li></ul>	Participants explore a variety of ICT approaches in different classroom settings		
Friday	<ul><li>Learner based teaching</li><li>Motivation - What really works?</li></ul>	Participants discover ways to include learners' needs and interests into their lessons		
2nd week	Content	Description		
Monday	<ul><li>The Lewis approach to verbs</li><li>Morpheme aquisition theory</li></ul>	<ul> <li>New theories on how lexis is learned</li> <li>Useful classroom activities</li> </ul>		
Tuesday	<ul><li>Classroom management</li><li>Irish Culture</li></ul>	<ul> <li>Incorperate new styles of learning</li> <li>Collect authentic Irish lesson materials</li> </ul>		
Wednesday	<ul><li>Testing and assessment - CEFR</li><li>Students portfolios</li></ul>	Participants share their favourite skills and learn some new ones!		
Thursday	Approaches to speaking skills	Share your favourite approaches to grammar		
Friday	<ul><li>Peer collaboration</li><li>Course review</li></ul>	Participants discover ways to include learners' needs and interests into their lessons		





## **Teaching English to Young Learners**

#### **Course Overview**

Teaching English to Young Learners focuses on equipping teachers with the knowledge and skills necessary to effectively teach English to primary and secondary school students.

Through a combination of theoretical understanding and practical applications, participants learn how to create engaging and developmentally appropriate lessons, integrate play-based activities, adapt materials, and assess young learners' language proficiency. The course emphasises creating inclusive and supportive classroom environments while fostering collaboration with parents and caregivers to enhance children's language learning both inside and outside the classroom.

#### **Course Outcomes**

- Understand certain basic child development theories and their implications for language learning.
- Develop age-appropriate lesson plans and teaching strategies.
- Incorporate play-based learning activities into lessons.
- Adapt materials and resources for young learners
- Assess young learners' language proficiency
- Create a supportive classroom environment.
- Implement effective classroom management techniques.
- Collaborate with parents and caregivers to support children's language development outside of the classroom.



#### Methodology

The methodology for teaching English for the workplace focuses on practical language skills and professional communication strategies tailored to the specific needs of the workplace environment. Key components of this methodology, Needs Assessment, Contextualized Learning, Authentic Materials, Task-Based Learning, Professional

Communication Skills, Vocabulary Building Language Practice, Feedback and Evaluation, and the integration of technology.

By employing these methodologies, English language instructors can effectively prepare learners to communicate confidently and competently in various workplace settings, ultimately enhancing their professional opportunities and success.

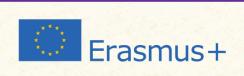
At the end of the course, participants will receive a Swan Training Institute Certificate for the 20/40 hour Teaching English to Young Learners course.





## Sample Timetable • • •

1st week	First Session	Second Session		
Monday	Introduction to Course	Child Development Theories and Language Learning		
Tuesday	Age-Appropriate Lesson Plans	Teaching Strategies for Young Learners		
Wednesday	Incorporating Play-Based Learning     Activities	Practical Workshop on Play-Based Learning		
Thursday	Adapting Materials and Resources for Young Learners	Creating and Evaluating Adapted Materials		
Friday	Assessing Young Learners' Language Proficiency	Practical Assessment Techniques and Tools		
2nd week	First Session	Second Session		
2nd week Monday	• Creating a Supportive and Inclusive Classroom Environment	Second Session  • Strategies for Inclusive Teaching		
	Creating a Supportive and Inclusive			
Monday	<ul> <li>Creating a Supportive and Inclusive Classroom Environment</li> <li>Effective Classroom Management</li> </ul>	<ul> <li>Strategies for Inclusive Teaching</li> <li>Role-Playing and Simulation of Classroom</li> </ul>		
Monday Tuesday	<ul> <li>Creating a Supportive and Inclusive Classroom Environment</li> <li>Effective Classroom Management Techniques</li> <li>Collaboration with Parents and</li> </ul>	<ul> <li>Strategies for Inclusive Teaching</li> <li>Role-Playing and Simulation of Classroom Scenarios</li> <li>Developing Communication Strategies for</li> </ul>		



# Erasmus+ Speciality Course Pricelist 2025



Course Types	Course	Course & Accommodation
English Language and Sustainability		
English Language and Irish Culture	€550	€820
ICT in ELT	1 week	1 week
English for Professional Purposes		
Teacher Refresher Programme		
Academic Management in ELT  Tacching English to Young Learners	€995	€1,530
<ul> <li>Teaching English to Young Learners</li> <li>CLIL</li> </ul>	2 weeks	2 weeks
Academic Writing and Presentation Skills		

**ACCOMMODATION** in HOST FAMILIES (Shared rooms/full board)

#### **APARTMENT and SELF-CATERING ACCOMMODATION**

We have a variety of self-catering apartments and shared housing **from €270 per week** - subject to availability

**REGISTRATION FEE: €65** 

Extra costs: Special dietary requirements, early/late

departure and arrival

**Travel Pass (optional)** 

1 Week: €35.00 2 Weeks: €65.00 3 Weeks: €85.00 4 Weeks: €105.00

(Price subject to change by transport authorities)

SWAN Training Institute - 9-11 Grafton Street - Dublin, D02 H599, Ireland - Tel: +353 1 677 5252



