

General Information:	
Date	24 till 28 February 2025
Teaching units (90 mins)	15
Location	Valencia
Country	Spain
Price	475 € (+VAT) / 574,75 € (incl. VAT)
VAT	21%
Minimum Number of Participants	6
Accommodation	not included / self organised
Your trainer	tba



Course Description

This comprehensive workshop is specifically tailored for HR professionals aiming to boost their English communication skills in various HR-related tasks. Participants will expand their HR-specific vocabulary and become familiar with commonly used phrases. The workshop covers email writing, phone calls, job ads creation, and job interview simulations. Legal terms for work contracts and compliance will also be covered. By the end, participants will feel more confident communicating in English in HR contexts.

Language Level: B1-B2 (advanced)

<p>Overall objectives of the mobility</p>	<ol style="list-style-type: none"> 1. Develop familiarity with key vocabulary and terms relevant to HR. 2. Build confidence in handling various communication situations. 3. Gain practical experience in applying HR-specific vocabulary. 4. Learn how to write job advertisements and conduct job interviews.
<p>Added Value of the mobility (in the context of modernisation and internationalisation of the sending institution)</p>	<ol style="list-style-type: none"> 1. Improved English communication skills for international HR tasks. 2. Easier attraction of international staff. 3. Professional communication with international partners. 4. Expanding participants' international HR network.
<p>Activities to be carried out</p>	<ol style="list-style-type: none"> 1. The workshop will be highly interactive, engaging participants throughout. 2. Participants' individual questions will be addressed. 3. Group, pair, or individual work for skill practice. 4. Role plays to apply knowledge in HR scenarios. 5. AI tools for practice and learning.
<p>Expected impact and outcome</p>	<ol style="list-style-type: none"> 1. Participants will expand their vocabulary. 2. Address core HR topics in English. 3. Gain confidence in professional English communication. 4. Exchange ideas with HR professionals from other universities.

Target group	<p>HR professionals and individuals engaged in HR topics within universities and the academic context.</p> <p>This course is designed for individuals with advanced language skills (European Reference Framework levels B1-B2).</p>
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Your Destination	<p>Experience the vibrant city of Valencia, where rich history meets cutting-edge innovation on Spain's Mediterranean coast. As home to one of the country's oldest universities, Valencia offers a stimulating environment for academic exploration. Visit the City of Arts and Sciences, a futuristic complex showcasing the intersection of culture and technology. Wander through historic neighborhoods filled with Gothic and Renaissance architecture. Enjoy the dynamic atmosphere that makes Valencia an inspiring backdrop for your continued education journey.</p>
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Monday	Tuesday	Wednesday	Thursday	Friday
09.00-12.30	09.00-12.30	09.00-12.30	09.00-12.30	09.00-12.30
() Introduction to HR fundamentals and vocabulary. () Welcome and participant introductions. () Overview of course objectives. Development of HR-specific vocabulary () Exercises on terms and phrases in the HR context	() Professional email correspondence. () Structure and style of HR emails. () Common phrases and expressions. () Telephone communication and conference calls. () Role plays and simulations.	() Conducting employee interviews. () Giving and receiving feedback. () Discussing performance reviews. () Conflict resolution in an international context. () Cultural differences and communication strategies.	() Creating job ads in English. () Key components and phrasing. () Conducting job interviews. () Questioning techniques and candidate evaluation. () Role plays for practice.	() Key legal terms in HR. () Employment contracts, compliance, and data protection. () Summary and open questions. () Review of key learning points. () Tips for further language development.
12.30-13.30	12.30-13.30	12.30-13.30	12.30-13.30	12.30-13.30
<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
13.30-15.00	13.30-15.00	13.30-15.00	13.30-15.00	13.30-15.00
Individual training in groups, pairs, or using AI.	Individual training in groups, pairs, or using AI.	Individual training in groups, pairs, or using AI.	Individual training in groups, pairs, or using AI.	Departure
Evening	Evening	Evening	Evening	Evening