

1. Sample Programme – ENGLISH COURSE (+ WORKSHOP & OPTIONAL ACTIVITIES)

Sample programme is indicative and can be modified and tailor made according to the needs and budgets.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Morning	Arrival at the Airport	Breakfast <u>WELCOME</u> 8.00 – Meeting with school contact person <u>ENGLISH COURSE</u> ENGLISH SCHOOL Level Test General English Course 8.45 – 12.15	Breakfast <u>ENGLISH COURSE</u> ENGLISH SCHOOL General English Course 8.45 – 12.15	Breakfast <u>ENGLISH COURSE</u> ENGLISH SCHOOL General English Course 8.45 – 12.15	Breakfast <u>ENGLISH COURSE</u> ENGLISH SCHOOL General English Course 8.45 – 12.15	Breakfast <u>ENGLISH COURSE</u> ENGLISH SCHOOL General English Course 8.45 – 12.15 <u>ENGLISH LEVEL CERTIFICATION</u>	Free time
	Packed Lunch	Packed Lunch	Packed Lunch	Packed Lunch	Packed Lunch	Packed Lunch	Packed Lunch
Afternoon	Welcome and transfer with private transport to the ACCOMMODATION	<u>SGATE PCTO:</u> <ul style="list-style-type: none"> • <u>WORKSHOP</u> • <u>PROJECT WORK</u> • <u>COMPANY VISIT</u> • <u>EDUCATIONAL VISIT</u> • <u>HALF DAY EXCURSION</u> 	<u>SGATE PCTO:</u> <ul style="list-style-type: none"> • <u>WORKSHOP</u> • <u>PROJECT WORK</u> • <u>COMPANY VISIT</u> • <u>EDUCATIONAL VISIT</u> • <u>HALF DAY EXCURSION</u> 	<u>SGATE PCTO:</u> <ul style="list-style-type: none"> • <u>WORKSHOP</u> • <u>PROJECT WORK</u> • <u>COMPANY VISIT</u> • <u>EDUCATIONAL VISIT</u> • <u>HALF DAY EXCURSION</u> 	<u>SGATE PCTO:</u> <ul style="list-style-type: none"> • <u>WORKSHOP</u> • <u>PROJECT WORK</u> • <u>COMPANY VISIT</u> • <u>EDUCATIONAL VISIT</u> • <u>HALF DAY EXCURSION</u> 	<u>SGATE PCTO:</u> <ul style="list-style-type: none"> • <u>WORKSHOP</u> • <u>PROJECT WORK</u> • <u>COMPANY VISIT</u> • <u>EDUCATIONAL VISIT</u> • <u>HALF DAY EXCURSION</u> <u>WORK PLACEMENT CERTIFICATE GIVING</u>	Departure transfer to the airport
	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	ARRIVAL
Evening	Free Time	Free time	Free time	Free time	Free time	Free time	

- **SECTORS AVAILABLE:** Secretarial and Administration Sectors, Information Technology (IT), Web Design, Social Media Marketing, Brand Management, Diversity Management, Marketing & Sales, Human Resources, Event Management, Education, Catering (restaurant/café), Law, Retail – Subject to availability/according to request
- **PROJECT WORK TOPIC:** Interview techniques • CV writing • Pronunciation • Presentation skills • Cultural topics (OTHERS ALSO AVAILABLE ON REQUEST)
- **COMPANY VISITS AND EDUCATIONAL / CULTURAL TOURS:** On request basis

2. Sample programme – WORK WORLD PROGRAMME COURSE (+ OPTIONAL ACTIVITIES)

Sample programme is indicative and can be modified and tailor made according to the needs and budgets.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Morning	Arrival at the Airport	<p>WELCOME 8.00 – Meeting with school contact person</p> <p>8.45 – 12.15: COURSE WORLD OF WORK ENGLISH SCHOOL <i>Effective communication skills: making a good first impression - Handling communication breakdown - Networking skills</i></p>	<p>8.45 – 12.15: COURSE WORLD OF WORK</p> <p>Jobs and careers: the application process CV writing - Job interviews: skills and technique</p>	<p>8.45 – 12.15: COURSE WORLD OF WORK</p> <p>Company structures / organisation Case study: What makes a company successful? Case study: building a successful career</p>	<p>8.45 – 12.15: COURSE WORLD OF WORK</p> <p>Telephone skills: making and receiving calls Making appointments, confirming information Email writing: formal and informal registers</p>	<p>8.45 – 12.15: COURSE WORLD OF WORK</p> <p>Presentations: the structure of presentations Language of presentations Presentation techniques Meetings: the agenda, chairing a meeting, making a point, agreeing and disagreeing CERTIFICATE GIVING</p>	Free
	Packed Lunch	Packed Lunch	Packed Lunch	Packed Lunch	Packed Lunch	Packed Lunch	Packed Lunch
Afternoon	Welcome and transfer with private transport to the ACCOMMODATION	<ul style="list-style-type: none"> WORKSHOP PROJECT WORK COMPANY VISIT EDUCATIONAL VISIT 	<ul style="list-style-type: none"> WORKSHOP PROJECT WORK COMPANY VISIT EDUCATIONAL VISIT 	<ul style="list-style-type: none"> WORKSHOP PROJECT WORK COMPANY VISIT EDUCATIONAL VISIT 	<ul style="list-style-type: none"> WORKSHOP PROJECT WORK COMPANY VISIT EDUCATIONAL VISIT 	<ul style="list-style-type: none"> PROJECT WORK AND FINAL PRESENTATION WORK PLACEMENT CERTIFICATE GIVING 	Departure transfer to the airport
	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	ARRIVAL
Evening	Free Time	Free time	Free time	Free time	Free time	Free time	

- **SECTORS AVAILABLE:** Secretarial and Administration Sectors, Information Technology (IT), Web Design, Social Media Marketing, Brand Management, Diversity Management, Marketing & Sales, Human Resources, Event Management, Education, Catering (restaurant/café), Law, Retail – Subject to availability/according to request
- **PROJECT WORK TOPIC:** Interview techniques • CV writing • Pronunciation • Presentation skills • Cultural topics (OTHERS ALSO AVAILABLE ON REQUEST)
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