English for Departmental Secretarial Staff
-Blended learning seminar-
25. Januar - 26. April 2024

Präsenz: Wissenschaftsforum, Markgrafenstraße 37, 10117 Berlin
Online: BigBlueButton

Preliminary Programme

25.1.2024, iDA Berlin

10:00 a.m.	**Welcome and introduction**
10:15 a.m.	**Session 1: "Getting started"**
	Warm up: Acquiring appropriate vocabulary and phrases for professional field
11:45 a.m.	**Coffee break**
12 noon	**Session 2: "How do I answer people who are interested in studying here?"** Giving basic information on degree programmes, faculty/ departmental advisors, deadlines, the application process
1:30 p.m.	**Lunch break**
2:30 p.m.	**Session 3: "Intercultural challenges and academic life in Germany"** Comparison of different learning and teaching cultures; elaborating of critical incidents, reflecting about social customs and cultural differences, e.g. politeness, formality, body language and gestures, manners, humour and timing
3:45 p.m.	**Coffee break**
4:00 p.m.	**Session 4: "How can I help current students?"** Answering questions about locations (classes, buildings, offices, etc.); study and exam regulations, timetables, and other information possibilities
5:30 p.m.	**Mid-way through the seminar: interim feedback** Reflecting on issues that have emerged and gathering suggestions from participants for the following sessions
5:45 p.m.	**End of day 1**

26.1.2023, iDA Berlin

9:00 a.m. **Introduction to day 2**
Summary of key issues and today's agenda

9:15 a.m. **Session 5: "How can I help applicants for staff positions? How can I welcome and onboard new staff members?"**

Creating a welcoming atmosphere and making small talk; giving information on getting to your office, on the department, on finding out about human resources, on the city and state; finding possibi-lities to include new staff in the department quickly and continuously

10:45 a.m. **Coffee break**

11:00 a.m. **Session 6:** "**How can I make life easier for new staff and guest teachers/ visitors?"** Giving information on contact persons, departmental "culture", schools, in-tips for lunches; first steps at university and in Germany

12:30 p.m. **Closing round and review: Where can we go from here?**
Concluding remarks and evaluation; introducing moodle

1:00 p.m. **End of day 2**

Individual time (approximately 3 hours)
Online seminar part 1: self-access course on Moodle

1.3.2024 8.30am-10am
Online seminar: live teacher-led session (Big Blue Button)

Vocabulary revision and professional email writing

Individual time (approximately 3 hours)
Online seminar part 2: self-access course on Moodle

11.4.2024, iDA Berlin

10:00 a.m. **Session 7: "Introduction to day 3 and revision"**
Summary of key issues and today's agenda; revising useful vocabulary and phrases for professional field; practicing small talk

11:30 a.m. **Coffee break**

11:45 a.m. **Session 8: "How can I explain formal documents in simple short English?"**
Explaining work contracts, missing documents, travel expenses forms; writing reference letters

1:15 p.m. **Lunch break**

2:15 p.m. **Session 9: cont. of formality and "How can I inform non-German speakers about meetings, decisions, events, etc.?"**

	Changes in the General Data Protection Regulation; communicating dates and deadlines; being polite
3:45 p.m.	**Coffee break**
4:00 p.m.	**Session 10: "Let's dream wild: My ideal workplace and professor"**
	Hierarchy at university, different professorial titles; comparing educational institutions in Germany and the UK
5:30 p.m.	**Mid-way through the seminar: interim feedback**
	Reflecting on issues that have emerged and gathering suggestions from participants for the following sessions
5:45 p.m.	**End of day 3**

12.4.2024, iDA Berlin

9:00 a.m.	**Introduction to day 4**
	Summary of key issues and today's agenda
9:15 a.m.	**Session 11: "How can I organise meetings (online and offline)?"**
	Setting up schedules; taking the minutes; introducing video conferencing tools and their 'language'
10:45 a.m.	**Coffee break**
11:00 a.m.	**Session 12: "What (else) is on offer?"**
	Wrap up and creating a bank of responses to frequently asked questions (FAQs) on various aspects of the offered services; best practice examples; everyday challenges
12:30 p.m.	**Closing round and review: Where can we go from here?**
	Concluding remarks and evaluation.
12:45 p.m.	**End of day 4**

Individual time (approximately 3 hours)
Online seminar: self-access course on Moodle

26.4.2024 8.30-10am
Online seminar: live teacher-led session (Big Blue Button)

Vocabulary revision, supporting international students and staff members, organising and participating in online meetings

Individual time (approximately 1 hour)
Online seminar: self-access course on Moodle

Revision/ language test

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