



Professional English and  
Communication Training

Teacher Training

Executive Training Institute operates from a purpose-built training centre located in the heart of St Julian's in Malta. Malta is easily accessible from most European airports.



# Welcome



ETI has grown from strength to strength as more and more professionals recognise the need to develop their English for specific purposes. At ETI we give you, as a professional, the opportunity to develop your professional communication skills and become more effective communicators by following one of our bespoke courses. Whether you are looking to improve your negotiating skills or are following one of our Teacher Training courses, we guarantee that our courses will help you to meet your learning objectives.



**Sean LeGault**  
Chief Executive Officer & Director  
Claret Group

Our team looks forward to meeting you,

*Sean*



The ETI team

Member of

**CLARET  
GROUP**

learn • grow • achieve •



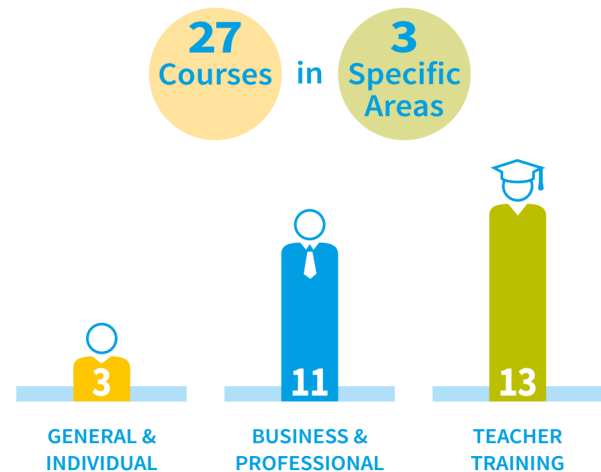
**Quality  
English**

# Why Choose ETI?

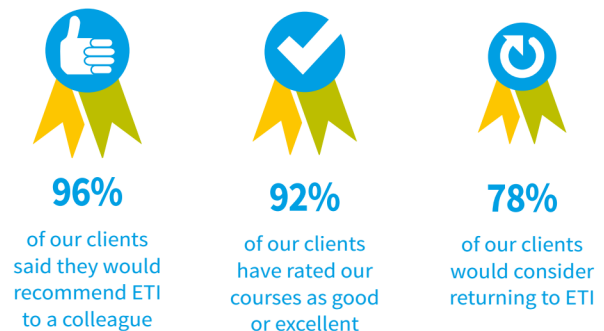
We help individuals who work internationally to communicate more confidently and effectively in English.

- Our courses focus on our trainees' needs and learning targets so you reach your objectives more quickly and more efficiently.
- Our experienced trainers come from a diverse range of professional and business backgrounds, hold prestigious EFL (English as a Foreign Language) qualifications and follow regular Continuing Professional Development.
- Modern teaching methods and the latest teaching resources including interactive e-boards and internet-based materials.
- The training schedule at ETI gives you the flexibility to choose how many contact hours of training you wish to book, and to practise your English and socialising skills in an informal setting during breaks.
- All our clients can benefit from access to the ETI E-Flex online language learning platform, from the time of registration until three months after their course at ETI. The online programme includes interactive exercises which will support the trainees' self-study learnin.
- Clients booked on our Professional Language Training programmes will receive three free lunches per week served at our own Speakeasy Café.

## What We Offer



## Our Ratings





# Our Clients



- our clients are mature (minimum age at ETI is 24 years, average age is 41) and come from different professions, backgrounds and countries
- need to improve their English for work or travel purposes
- need to develop their communication skills for better professional and personal relationship building
- want to achieve their learning goals in a short time and are looking for immediate results
- work in an international environment where English is widely used
- already have a basic competence in English and wish to become more fluent, accurate and effective communicators in English
- are professionals in the education field who wish to professionally develop their teaching skills in the specific areas of Language Teaching or the application of ICT in the classroom

“I particularly appreciated the high profiles of my colleague trainees at ETI... the right programme was delivered by our trainer which addressed all our needs...”

**Agnes Roux**

Aptalis Pharma – France

## Average Age

41

LANGUAGE &  
COMMUNICATION

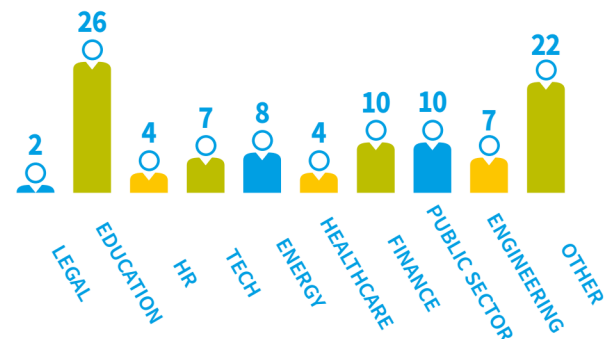
36

TEACHER  
TRAINING

## Top 5 Nationalities



## Sectors %



# Language and Communication Training



# Our Trainees



Trainees from these corporate and institutional organisations have recently attended our language and communication training courses:

ABB Group	Dannemann	Komax Group	Scania Group
Acino Pharma	DB Schenker Rail	Kuka Roboter	Schindler
Agro	DEG	Kuehne & Nagel	Shell
Agusta Westland	EGL Group	Loewe Opta	Siemens
Air France	Electrolux	Magna	Sika Group
Allianz Swiss	Enerji-Su	Montana	Six Group
Alvas Group	Enics	Nestle	Somfy Group
Aptalis Pharma	Equinet Bank	Novartis	Stahl CraneSystems
Arval Schweiz	Esch Technik	OC Oerlikons Balzers	Gmbh
Arvato Bertelsmann	European Parliament	Odlo	Staraag
Awk Group	Evonik Industries	Orbinox	Stihl
Axa Group	Eurocash SA	Paul Hartmann	Swiss Com
Bank Julius Bär	Festo Group	PKN Orlen	TEL Solar
Bank Vontobel	General Anzeiger	Price Waterhouse Coopers	Terna S.p.A
BASF	Giesecke & Devrient	Raiffeisen Bank Schweiz	ThyssenKrupp
Bayer	Grant Thornton	Repower Systems	Tonbeller
Bertelsmann	Grohe	Rewe Group	TUI AG
BMW Group	Hans Kaspar AG	Rolls Royce Power Systems	TÜV SÜD
Bombardier Transportation	H.B Fuller	AG	UBS
Born Ermel Engineers	Helvetia	RUAG Group	UPJ
Bosch	Hilti	Samsung Electronics	Volkswagen
Bossard Group	Hitachi	SBB Infrastruktur	Zurich
BS Energy	Hochdorf		
CanCom	Hunstman		
Carter & Benson	Italtel		
Cassidian	IBM		
Claas Group	IMS Health		
Colt	Johnson Controls		
Continental Automotive	K+S Group		
Credit Suisse	Kaiser GmbH		
Dachser Group	KPMG		
Dätwyler Schweiz	Knauf Insulation		

“ETI provides everything needed to improve your English...”

**Gwendola Storelli**  
Shell – France

# Courses for Adults and Professionals

## Business Communication

To communicate confidently and effectively in English when working in an international context, you need a mix of English language competence and well-developed communication skills. English language competence gives you the confidence that you are using the language correctly; and communication skills allow you to build a better relationship with your clients and partners, and to increase your productivity. By following a Business Communication course, in a group or individually, you will develop your business English, your professional communication skills and your confidence.

### OBJECTIVES

By following this course, you will:

- gain confidence and improve your communication skills when presenting, participating in meetings, negotiating, telephoning and socialising in English
- improve your language knowledge in grammar, vocabulary and pronunciation
- develop your practical communication skills, such as active listening.

### FAST FACTS

Mini Group Size	Average 4 participants / Maximum 6 participants
Age	Minimum 24 (Average age 40)
Start	Every Monday
Level	B1 (Intermediate) – C2 (Proficiency)

Programme Options	<b>Mini Group:</b> 15 hours or 25 hours per week
	<b>Combination:</b> (Mini Group + Individual) 20 hours per week (15+5) 25 hours per week (15+10) 30 hours per week (15+15)
	<b>One-to-One (Individual Training):</b> 15 hours, 20 hours or 30 hours per week

*Note: One lesson is a full hour of training.*

## Fluent English

Fluent English is designed for adults who would like to improve their fluency around topics of general interest including current affairs, latest trends and customs. Training resources include multimedia and authentic materials for stimulating discussions. The course is developed around a range of topics of interest to the trainees.

### OBJECTIVES

By following this course, you will:

- develop your fluency through discussion about current affairs and topics of general interest
- improve your language knowledge in grammar, vocabulary and pronunciation
- develop your practical communication skills, such as active listening
- extend the skills you need to socialise and network more confidently.

### FAST FACTS

Mini Group Size	Average 4 participants / Maximum 6 participants
Age	Minimum 24 (Average age 40)
Start	Every Monday
Level	A2 + (Pre-Intermediate) – C2 (Proficiency)

Programme Options	<b>Mini Group:</b> 15 hours or 25 hours per week
	<b>Combination:</b> (Mini Group + Individual): 20 hours per week (15+5) 25 hours per week (15+10) 30 hours per week (15+15)
	<b>One-to-One (Individual Training):</b> 15 hours, 20 hours or 30 hours per week

*Note: One lesson is a full hour of training.*

Both courses can be taken in a group, as individual lessons or as a combination (Mini Group training and One-to-One training)

Training in Business Communication and Fluent English will help to develop interpersonal skills by improving:

- Effectiveness of communication
- Fluency of speech
- Accuracy of language

“I appreciated the professional and the individual approach at ETI ...”

**Petra Chaloupkova**

Raiffeisenbank – Czech Republic







“I am now more confident  
when communicating in English...  
a great experience at ETI.”

**Hagen Jeschke**  
K+S Kali GmbH

## General English 30+

This course is for mature learners at all levels who want to develop their fluency and confidence in English and would like to become more accurate in their use of grammar, acquire a broader vocabulary and refine their pronunciation. There will be opportunities to improve the core language skills (listening, speaking, reading and writing) throughout the course.

### OBJECTIVES

By following this course, you will:

- improve your accuracy in use of grammar, broaden your vocabulary and refine your pronunciation
- develop your fluency and confidence when speaking in English
- develop practical communication skills
- learn how to socialise with other multinational learners

### FAST FACTS

Group Size	Average 6 participants / Maximum 8 participants
Level	A1 (Elementary) - C2 (Proficiency)
Age	Minimum 30
Start	Every Monday
Programme Options	<b>Group</b> 22.5 hours per week <b>Combination</b> (Group + Individual) 30 hours per week (22.5+7.5) <i>Note: One lesson is a full hour of training.</i>



## Individual Training

Individual training is ideal if you have specific learning objectives, which you wish to achieve in the shortest time possible. Our one-to-one sessions are tailored to focus exclusively on your needs. Together with your trainer, you can focus on improving your professional communication skills, developing fluency, becoming more accurate and confident in your use of the English language. Individual training is available throughout the year at all language levels and you can choose the number of hours you wish to take.



## Combination Training

The combination programmes are for those trainees who wish to combine individual training on specialist issues with real practice of their communication skills in small groups. On your first day of training, you will discuss your learning objectives with your trainer and agree on the course content. Your group trainer will then define the group objectives for the group sessions and, in addition, liaise with the individual trainer daily to ensure that you reach your specialist learning goals.

The Business Communication, Fluent English and General English 30+ are available as a combination course.

## Programme Options

- 15 hours group + 5 hours individual training per week
- 15 hours group + 10 hours individual training per week
- 15 hours group + 15 hours individual training per week

For GE 30+ only – 22.5 hours group + 7.5 hours individual training per week

“Thanks to ETI, I had the opportunity to refresh my communication skills in English...”

**Uwe Kautz**  
BASF Group – Germany

# ESP – English for Specific Purposes

These ESP courses are held in groups on set dates. They can also be organised for closed groups where the programme will be tailored around the specific needs of the group. Individuals can also take these courses at any time of the year as individual training in combination with our Business Communication or Fluent English courses. Visit our website at [www.etimalta.com](http://www.etimalta.com) for the set start dates.

## ENGLISH FOR BANKING AND FINANCE



These courses are aimed at both specialists and non-specialists, working in an international business environment, who need to improve their communication skills in English. The course is intended to help banking and finance professionals gain a better understanding of the English terms for the financial flows in business and their impact on results. Participants will also practise using the terms in a range of communication activities.

## ENERGY ENGLISH



Expand your knowledge of specialist terminology connected to your field of work in the Energy sector and develop the professional communication skills which you need to work internationally.

## ENGLISH FOR HR



Develop your confidence and fluency when speaking English for HR purposes as well as professional communication skills, such as presenting, participating in meetings and negotiating on HR topics.

## ENGLISH FOR LAW – LEGAL ENGLISH



Improve your command of legal English by following this course and develop the professional communication skills you need, for example for advocacy and formal writing, to work effectively as a legal professional in private practice, and/or in an international corporate context.

Courses are tailored to the needs and interests of different target groups:

- young lawyers
- specialists from other areas who need to develop their knowledge of legal English
- lawyers in international business practice
- lawyers working in specialist areas

## MEDICAL ENGLISH



These courses are aimed at the specific skills needed by different sectors of the Medical professions including doctors, nurses and pharmacists who need to improve their English communication skills in a range of medical situations.

## ENGLISH FOR PURCHASING



This course is specifically aimed at in-service personnel working internationally on purchasing and procurement. The programme addresses the professional communication skills such as presenting, participating in meetings and negotiating around this specific role.

## ENGLISH FOR AVIATION



The Aviation English course programmes address the requirements for the needs of pilots and air-traffic controllers as specified by ICAO.

The courses are:

- Aviation English for pilots and air traffic controllers
- English for in-flight cabin crew
- Technical Aviation English

“Excellent trainers  
...motivated, friendly  
and very helpful..”

**Sebastian Krepler**  
Siemens –Germany

## Customised Professional Training in Malta

### INTERCULTURAL AND COMMUNICATION SKILLS



In today's global working world, you need to be able to handle complex tasks and work with people from diverse cultures and backgrounds. This course aims to raise your awareness of such issues and develop your skills in order to work effectively in the global professional world.

“Everything was perfect...”

**Piotr Ogrodowicz**  
Wielton S.A

Visit our website at [www.etimalta.com](http://www.etimalta.com) for more information.



# Teacher Training and CPD

(Continuing Professional Development)





## Teacher Training Courses

We offer a range of intensive, part-time and full-time Teacher Training courses and Development programmes (CPD) for teachers, educators and personnel working in the education sector.

A wide range of teacher training courses are on offer at ETI. Groups are split between primary & secondary/vocational and adult education, in order to address the needs of teachers and educators at different levels.

### Our Courses

- are run by experienced and highly-qualified teacher trainers
- focus on specialist areas of teaching
- provide refreshing teaching ideas and insights into current methodologies
- link theory and practice
- are practical in approach
- can be run as closed groups throughout the year.



Erasmus+

### Erasmus+ EU Funding

The Teacher Training & Development CPD programmes at ETI are eligible for funding as part of the Erasmus+ programme (Mobility Staff Training) for teachers, educators and in-service professionals. Our programmes are 1 or 2 weeks long.

### EU Projects

The Teacher Training courses disseminate and exploit the results of the POOLS Projects which are EU-funded projects that promote language teaching methodology, ICT, CLIL and access to language teaching resources. ETI has recently partnered on two EU KA 2 (Key Activity) Multilateral Projects:

- METHODS Project
- CLIL4U Project

“I refreshed my methodology and I picked up some good ideas to use in my own lessons. An excellent programme.”

**Urszula Zawadzka**

Secondary Teacher IV LO im. Ken School,  
Bielsko, Biaka – Poland

“ The trainer, all teaching ideas and materials were great... a very interesting programme”

**Beatriz Cianca Garcia**

Teacher,  
Colegio Eloy Villanueva – Spain





## Language Teaching Methodology Courses

### **SPICE UP YOUR TEACHING IDEAS – METHODOLOGY IN PRACTICE TODAY**

### **METHODOLOGY REVISITED, REVITALISED & RE-ENERGISED**

### **LANGUAGE LEARNING FUN & GAMES – METHODOLOGY FOR PRIMARY SCHOOL**

### **THE PLAYGROUND CLASSROOM – LANGUAGE TEACHING METHODOLOGY FOR PRIMARY SCHOOL**

These courses:

- cover a range of teaching ideas and activities to enliven lessons and motivate students
- are intended for teachers of all languages
- offer teachers the opportunity to brush up on their English language
- explore a range of activities which link learning theories and methodology
- encourage teachers to reflect on their teaching approach.

## Teaching Business English

### **TEACHING BUSINESS ENGLISH**

This course:

- is intended for teachers of Business English or those wishing to enter this field of teaching
- covers a comprehensive range of topics, business communication skills and methodology.

## ICT Skills and Technology Enhanced Learning Courses

### **EMPOWERMENT IN ICT SKILLS – MAKING USE OF TECHNOLOGY TOOLS**

### **TEL – TECHNOLOGY ENHANCED LEARNING**

These courses:

- develop teachers' ICT skills
- enable teachers to use technology in the classroom, school and other learning environments
- give teachers more confidence when using ICT in the classroom
- make use of various technology tools & software
- introduce a wide range of freeware and online programmes.

## CLIL (Content and Language Integrated Learning)

### TOOLS AND APPLICATIONS FOR TEACHERS WORKING WITH CLIL

These courses:

- are intended for teachers already working with or about to start working with CLIL
- review the principles of CLIL and analyses ways of integrating ICT into a CLIL classroom
- introduce practical online software tools and teaching aids specifically designed for use in CLIL (Content and Language Integrated Learning) lessons.

## Professional Development Programmes / Language Training

### FLUENCY AND ENGLISH LANGUAGE DEVELOPMENT FOR TEACHERS

This course:

- is for teachers, tutors, trainers and/or educators who wish to develop their fluency and communication skills to express themselves more confidently in English
- the sessions are hands-on and will involve discussions about current affairs and topics of general interest using brainstorming, problem solving tasks and role-play in both pair work and group work
- addresses participants at different levels of English
- addresses the participants' English language knowledge in grammar, vocabulary and pronunciation
- extends the participants' skills to socialise and network more confidently.

### PROFESSIONAL COMMUNICATION SKILLS IN ENGLISH

This course:

- offers active practice in the professional communication skills of meetings, negotiations, presentations, telephoning, and email writing
- expects participants to take part in discussions on work-related topics and current affairs, and the intercultural aspects of doing business
- will introduce participants to the key elements of the language we use when working in English.

### DIVERSITY IN EDUCATION: DEVELOPING YOUR INTERCULTURAL AND COMMUNICATION SKILLS

This course develops:

- the skills for participating in international activities at home (receiving foreign students and teachers)
- competence in understanding students from diverse cultural backgrounds
- intercultural skills
- skills for creating synergy in diverse teams
- effective communication skills.



# Accommodation

We offer a wide range of accommodation options in Malta. You can choose to stay in our homestays, or one of the hotels in St Julian's which are within a 5–10 minute walk to ETI or choose our own comfortable and practical in-house residence.





## Host Families

Living with a host family complements your immersion programme, giving you the opportunity to practise English in a friendly environment and to experience Maltese culture at first hand.

Both Standard and Executive homestays are available. The latter offer private bathrooms and Wi-Fi.

## In-House Residence

The residence is located within the same ESE Building right in the heart of St Julian's. The rooms are modern, twin-bedded with private bathroom, and include a desk, TV, air conditioning and Wi-Fi. Breakfast is offered at the in-house cafeteria, and the reception desk is available 24/7.

## Hotel Accommodation

ETI offers hotel accommodation in all categories in St Julian's, all within walking distance from ETI.

The George Hotel in St Julian's is located across the street from ETI. The George is an "urban boutique" hotel offering large, comfortable and chic rooms.

Alternatively one may choose to stay in the 4-star Salini Resort, located 20 minutes away in the St Paul's Bay region. This superb accommodation offers many facilities such as indoor and outdoor pools, a gym and spa. The Salini resort also offers a regular complimentary shuttle bus into St Julian's and ETI Malta.



# Social Programme

By joining one of the activities on our social programmes, you benefit from the opportunity to network with other trainees of different nationalities and continue practising your English in a relaxed environment.

As part of your cultural experience, you may choose to wine and dine at some of the best restaurants in Malta, which are conveniently located in St Julian's, or to explore some of Malta's rich historical attractions.

ETI trainees may choose to enhance their language training with golf lessons at the Royal Malta Golf Club or by joining a sailing activity. The Mediterranean mild winters make Malta an ideal location for golfing and sailing throughout the year. You may book golfing lessons with a PGA qualified instructor or take a sailing experience around the Maltese islands with a highly qualified skipper.

