

# Final Report – Erasmus+ Training Course

**Training:** Intermediate English for School Administration and Non-Teaching Staff

Teacher Academy – Dublin, Ireland

Period: 8–13 June 2026

**Participant:** Domenico Latella

**Job Role:** Administrative Officer

**Organization:** Istituto Comprensivo "A. Casati", Muggiò (Italy)

## Introduction

As part of the Erasmus+ KA1 mobility programme, I attended the course "**Intermediate English for School Administration and Non-Teaching Staff**" in Dublin from 8 to 13 June 2026.

The course was designed for administrative and non-teaching staff working in schools who want to improve their English for work. The main goal was to improve communication skills and help participants use English more confidently in daily administrative activities.

The course also gave participants the opportunity to meet colleagues from different European countries, exchange experiences, and learn about different school systems and cultures.

## Course Activities

### Day 1 – Course Introduction

On the first day, the trainer introduced the course, the school, and the activities planned for the week.

Participants took part in ice-breaking activities and presented their schools and job roles. We discussed our learning needs and personal goals for the course.

We also practised useful expressions for welcoming visitors, answering questions, and communicating politely in different situations.

### Day 2 – English Grammar and Vocabulary

The second day focused on grammar and vocabulary related to school administration.

Activities included:

- Reviewing grammar rules;
- Describing job roles and responsibilities;
- Talking about daily office tasks;
- Learning useful administrative vocabulary;
- Practising conversation in pairs and groups.

These activities helped me improve my language accuracy and confidence.

### **Day 3 – Speaking and Listening Skills**

The third day focused on speaking and listening.

We practised:

- Everyday conversations;
- Telephone communication;
- Asking for and giving information;
- Understanding requests and questions;
- Speaking in professional situations.

Role-play activities helped me become more confident when speaking English at work.

### **Day 4 – Reading and Writing Skills**

The fourth day was dedicated to reading and writing.

The main topics were:

- Formal and informal writing;
- Reading and understanding texts;
- Giving instructions and directions;
- Using prepositions correctly;
- Writing clear messages and emails.

The practical exercises helped me improve my written communication skills.

### **Day 5 – Communication in the School Community**

The fifth day focused on communication with students, families, teachers, and visitors.

We practised:

- Giving and receiving messages;
- Sharing information clearly;
- Improving reading and speaking skills;
- Finding useful resources for future English learning.

These activities showed the importance of clear communication in a school environment.

### **Day 6 – Course Evaluation and Cultural Activities**

On the final day, we reviewed what we had learned during the week.

Participants shared their opinions about the course and discussed how they could use the new skills in their jobs. At the end of the course, we received a Certificate of Attendance.

We also took part in cultural activities and visits in Dublin. These activities helped us learn more about Irish history, culture, and traditions.

## **Learning Outcomes**

The course helped me to:

- Improve my English vocabulary, grammar, pronunciation, and speaking skills;
- Feel more confident when using English at work;
- Improve my reading, writing, listening, and speaking abilities;
- Communicate more effectively with students, parents, teachers, and visitors;
- Manage information and messages more clearly;
- Develop intercultural awareness by working with colleagues from different countries;
- Better understand the European dimension of education.

## **Impact on My Professional Practice**

The knowledge and skills gained during this course will help me in my work as an Administrative Officer at Istituto Comprensivo "A. Casati".

In particular, I will be able to:

- Support international activities and Erasmus+ projects more effectively;
- Communicate better with foreign families and international partners;
- Use English more confidently in administrative tasks;
- Share what I learned with my colleagues;
- Contribute to creating a more international and inclusive school environment.

## **Conclusion**

This training course in Dublin was an important professional and personal experience.

It helped me improve my English skills, increase my confidence, and develop new communication abilities that I can use in my daily work.

The experience also allowed me to meet colleagues from different countries, learn about other educational systems, and strengthen my understanding of European cooperation in education.

**Domenico Latella**

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