Projects and Products Portal for Leonardo da Vinci

European Languages for Secretaries (acronym ELSTI)

LLP/LdV/ToI/2007/RO/008

http://www.adam-europe.eu/adam/project/view.htm?prj=4134

Project Information

Title: European Languages for Secretaries (acronym ELSTI)

Project Number: LLP/LdV/ToI/2007/RO/008

Year: 2007

Project Type: Transfer of Innovation

Status: completed

Country: RO-Romania

Marketing Text: The ELSTI project offers you / your students / your employees the opportunity to:
- acquire new knowledge and improve their proficiency and communication skills in Business Language for English, French, Italian and Spanish;
- learn more through the Business Culture Modules about the economic and social environments of 10 European countries (France, Germany, Greece, Italy, Lithuania, Norway, Romania, Slovakia, Spain and the United Kingdom);
- boost their motivation through a module on Personal Development and On-line Study Motivation.

Summary: The 2003 – 2005 Leonardo ELS project (2003-I-03-BF-LA-154168) was taken over by one of the partners, EuroEd Foundation, which decided to gather this partnership and apply for a grant for the transfer of innovation of the products of this project. This new project addresses the difficulties that recent EU member countries meet in international business relations as a result of office workers' insufficient command of relevant language skills. Such countries are Romania and Lithuania, represented in this project. This is all the more complex in light of work mobility freedom within the EU. Office employees from above mentioned countries lack language, IT, intercultural and soft skills necessary to allow them to make the most of their work qualifications anywhere in Europe. Consequently, the aims of the ELSTI project are: a) to transfer innovation both from more to less experienced countries, as well from previous project results towards future applications, and b) to provide opportunities for office workers to develop the skills mentioned. The project's objectives are: a) to provide opportunities for partners to share useful lessons and best practices, b) course design and contents delivery to identified target groups and c) to make the results of the project known and available to another at least 200 recipients from various European countries and institutions which were not involved in the ELS projectThe partnership is made up of institutions with experience in the field of content development for both online and offline use, and all the partners involved successfully took part in previous European projects, having thus experience in managing both the transfer of innovation and best practices, as well as the valorisation. Many partners are part of national of trans-national active networks in the training sector, thus ensuring the successful implementation of the projects aims and objectives.

Description: The project provides administrative and secretarial staff working in SMEs and students / pupils in a related field of study with a viable and comprehensive alternative in the field of language acquisition, a package that is both flexible and informative and that will help them improve their language skills in a challenging yet consistent manner.

Themes:
*** Labor market
*** Intercultural learning
*** Lifelong learning
*** Higher education
*** Open and distance learning
*** Vocational guidance
*** Enterprise, SME
*** Language training
*** Initial training
** Sustainability
** ICT
** Equal opportunities
** Continuous training

Project Information

	* Access for disadvantaged
Sectors:	*** Administrative and Support Service Activities *** Professional, Scientific and Technical Activities *** Other Service Activities *** Education ** Human Health and Social Work Activities ** Information and Communication
Product Types:	open and distance learning program or curricula teaching material website material for open learning modules
Product information:	The products available on the online learning platform of the project (www.eurobusinesslanguageskills.net) are: - language training modules with a focus on business in 4 languages (English, French, Italian and Spanish), on two levels (A2 - basic user, and B1 - independents user); each course has 10 units, and includes a wide array of online learning activities; - Business Culture Modules, which help the user become aware of differences and degrees of appropriacy in Business Culture across 10 different European countries; - The 'no limits to success' motivational module, which is designed to help users create their own personal vision plan, understand what it takes to succeed in any area of life, set goals to achieve their dreams, develop the thinking and capabilities to succeed.
Projecthomepage:	www.eurobusinesslanguageskills.net / www.elsti.eu

Project Contractor

Name:	EuroEd Foundation
City:	IASI
Country/Region:	Nord Est
Country:	RO-Romania
Organization Type:	association/non-governmental organisation
Homepage:	http://www.euroed.ro

Contact Person

Name:	Cezar Vrinceanu
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Homepage:	http://www.euroed.ro

Coordinator

Name:	EuroEd Foundation
City:	IASI
Country/Region:	Nord Est
Country:	RO-Romania
Organization Type:	association/non-governmental organisation
Homepage:	http://www.euroed.ro

Contact Person

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E-mail:	cezar.vrinceanu@euroed.ro
Homepage:	http://www.euroed.ro

Partner

Partner 1

Name:	PROSPER-ASE Language Centre
City:	Bucharest
Country/Region:	Bucuresti
Country:	RO-Romania
Organization Type:	association/non-governmental organisation
Homepage:	http://www.prosper.ro

Partner 2

Name:	Connectis
City:	Prato
Country/Region:	Toscana
Country:	IT-Italy
Organization Type:	SME - small and medium-sized enterprise (up to 250 employees)
Homepage:	http://www.connectisweb.com

Partner 3

Name:	Kaunas University Of Technology
City:	Kaunas
Country/Region:	Lietuva
Country:	LT-Lithuania
Organization Type:	university/Fachhochschule/academy
Homepage:	http://www.ktu.lt

Partner 4

Name:	no limits education and training ltd
City:	Nottingham
Country/Region:	South West (UK)
Country:	UK-United Kingdom
Organization Type:	association/non-governmental organisation
Homepage:	http://www.nolimitstraining.co.uk

Partner

Partner 5

Name:	Pixel Association
City:	Florence
Country/Region:	Toscana
Country:	IT-Italy
Organization Type:	association/non-governmental organisation
Homepage:	http://www.pixel-online.net

Project Files

1. Newsletter June 2008.doc

http://www.adam-europe.eu/prj/4134/prj/1.%20Newsletter%20June%202008.doc

The first newsletter of the ELSTI project covers the perios 01.01.2008 - 31.05.2008.

2. Newsletter October 2008.doc

http://www.adam-europe.eu/prj/4134/prj/2.%20Newsletter%20October%202008.doc

The 2nd newsletter of the ELSTI project covers the perios 01.06.2008 - 30.09.2008.

3. Newsletter January 2009.doc

http://www.adam-europe.eu/prj/4134/prj/3.%20Newsletter%20January%202009.doc

The 3rd newsletter of the ELSTI project covers the period 01.10.2008 - 15.01.2009.

4. Newsletter May 2009.doc

http://www.adam-europe.eu/prj/4134/prj/4.%20Newsletter%20May%202009.doc

The 4th newsletter of the ELSTI project covers the period 15.01.2009 - 31.05.2009.

5. Newsletter September 2009.doc

http://www.adam-europe.eu/prj/4134/prj/5.%20Newsletter%20September%202009.doc

The 5th newsletter of the ELSTI project covers the period 01.06.2009 - 31.08.2009.

6. Newsletter December 2009.doc

http://www.adam-europe.eu/prj/4134/prj/6.%20Newsletter%20December%202009.doc

The 6th newsletter of the ELSTI project covers the period 01.09.2009 - 15.12.2009.

Demo of the ELS Portal.ppt

http://www.adam-europe.eu/prj/4134/prj/Demo%20of%20the%20ELS%20Portal.ppt

Please open the demo presentation of the online learning platform (www.eurobusinesslanguageskills.net) to have a first - time experience of what it could offer you.

ELSTI Research Impact Study.doc

http://www.adam-europe.eu/prj/4134/prj/ELSTI%20Research%20Impact%20Study.doc

This transnational Impact Study Research presents in detail the impact of the ELSTI project as measured by its users.

Testing report.doc

http://www.adam-europe.eu/prj/4134/prj/Testing%20report.doc

This transnational Testing Report presents in detail the testing activities (demos, tasters, trainings, courses etc) carried out throughout the ELSTI project life.

Transnational Mainstreaming Report.doc

http://www.adam-europe.eu/prj/4134/prj/Transnational%20Mainstreaming%20Report.doc

This transnational Mainstreaming Report presents the strategies and activities envisaged by the ELSTI partnership to ensure project sustainability.

Valorisation Report.doc

http://www.adam-europe.eu/prj/4134/prj/Valorisation%20Report.doc

This transnational Valorisation Report presents in detail the valorisation activities carried out throughout the ELSTI project life.

Products

1 Business Language Training Modules

2 Business Culture Modules

3 'No Limits To Success' Motivational Module

Product 'Business Language Training Modules'

Title:	Business Language Training Modules
Product Type:	open and distance learning
Marketing Text:	The Business Language Training Modules offer learners the opportunity to acquire new knowledge and improve proficiency and communication skills in Business Language for English, French, Italian and Spanish.
Description:	Each language training module is available in EN, FR, ES and IT for two levels: A2 (basic user) and B1 (independent user). Each language course has 10 units for each level covering the following sections: In the Office, On the telephone, Correspondence, Internet, Grammar, Culture, and 4 types of follow-up activities: Dialogue, Practice, Game, Simulation.
Target group:	The target groups of the ELSTI language training modules are: - office staff in SMEs; - students / pupils studying in a field as business and administration; - other potential learners interested to develop their business language competencies in one of the targeted languages.
Result:	Development of the business language skills in EN, FR, ES and IT. The www.eurobusinesslanguageskills.net platform also wards automatic certification to learners completing at least 80% of the course.
Area of application:	The business language training modules are specially created to provide learners with a viable and comprehensive alternative in the field of language acquisition, a package that is both flexible and informative and that will help them improve their language skills in a challenging yet consistent manner.
Homepage:	www.eurobusinesslanguageskills.net
Product Languages:	Spanish Italian French English

product files

Demo of the ELS Language Training Modules Teachers.ppt

http://www.adam-europe.eu/prj/4134/prd/1/1/Demo%20of%20the%20ELS%20Language%20Training%20Modules%20Teachers.ppt

Product 'Business Culture Modules'

Title:	Business Culture Modules
Product Type:	material for open learning
Marketing Text:	The Business Culture Modules are designed to help learners learn more about the economic and social environments of 10 European countries (France, Germany, Greece, Italy, Lithuania, Norway, Romania, Slovakia, Spain and the United Kingdom).
Description:	The Business Training Culture modules help the user become aware of differences and degrees of appropriacy in Business Culture across 10 different European countries. Each Business Training Culture module is available in English and in the national language of the country in focus. The 10 Business Training Culture modules have a similar structure and consist of 10 units, each focusing on a different aspect: Making Appointments, Telephone Etiquette, Receiving Clients, Business Dress Code, Addressing Others, Negotiating, Entertaining, Public Behaviour, Regional Differences, How To Start a Business In...
Target group:	The target groups of the ELSTI business culture modules are: - office staff in SMEs; - students / pupils studying in a field as business and administration; - other potential learners interested to develop their business knowledge of the business environment in one of the targeted countries.
Result:	Raised awareness of differences and degrees of appropriacy in Business Culture across 10 different European countries.
Area of application:	SMEs staff, students and learnes in business, administration or a related field of study, business professionals thta need / want to learn more about the social, cultural and economic context of the countries in focus.
Homepage:	www.eurobusinesslanguageskills.net
Product Languages:	Slovak Romanian Norwegian Lithuanian Italian Greek German French English Spanish

product files

Demo of the ELS BCM.ppt

http://www.adam-europe.eu/prj/4134/prd/2/1/Demo%20of%20the%20ELS%20BCM.ppt

Product "No Limits To Success' Motivational Module'

Title:	'No Limits To Success' Motivational Module
Product Type:	material for open learning
Marketing Text:	The No Limits to Success Module aims at boosting learners' motivation for online learning and career development. It takes users through how to develop the 12 characteristics of success in a fun, interactive way.
Description:	The module is designed to help users create their own personal vision plan, understand what it takes to succeed in any area of life, set goals to achieve their dreams, develop the thinking and capabilities to succeed.
Target group:	The target groups of the ELSTI motivational module are: - office staff in SMEs; - students / pupils studying in a field as business and administration; - other potential learners interested to increase their study motivation.
Result:	
Area of application:	
Homepage:	www.eurobusinesslanguageskills.net
Product Languages:	English

product files

Personal Development Module - demo.ppt

http://www.adam-europe.eu/prj/4134/prd/3/1/Personal%20Development%20Module%20-%20demo.ppt

Events

Valorisation Report

Date	31.12.2009
Description	This report presents in detail the valorisation events organised throughout the project life. It is available for download in the section "Files" of the project description.
Target audience	SMEs (employers and employees), educational institutions with a focus on business, administration, etc (and their teachers and pupils / students, EU and other educational projects coordinators, language professionals, organisations active in the field of trade and businesses etc
Public	Event is open to the public
Contact Information	Cezar Vrinceanu: cezar.vrinceanu@euroed.ro
Time and place	December 2009, Iasi - Romania

Official Start of the ESLTI series of Valorisation and Mainstreaming Events

Date	29.01.2009
Description	The event is aimed at bringing together project partners, end users, educators and decision makers. The online learning resources will be presented in detail during the meeting; the presentation will be followed by a round table where all parties will be invited to express their opinions on the necessity of learning foreign languages in an ever changing economic and educational environment(especially in a field as business and administration).
Target audience	The event targets end users, educators and decision makers in the area covered by the project.
Public	Event is open to the public
Contact Information	Cezar Vrinceanu E-mail: cezar.vrinceanu@euroed.ro Mobile: 0040742202723
Time and place	The event will take place on 29th January 2009, starting 10:00 am, at the Academy of Economic Studies and Business Administration in Bucharest, Romania

Project Tags

The project belongs to the following group(s):

Best Projects (http://www.adam-europe.eu/adam/thematicgroup/MMVII)