

English for Staff

Annual Program 2022/2023



This is an annual program starting on Thursday, October 13th. Participants are welcome to register for the whole program as well as select individual modules.

All of the modules are open to academic and non-academic staff. Upon completion of 7 out of 8 modules of the participant's choice, the participant will have fulfilled the English course requirement necessary to be awarded an International Certificate – Intercultural Competence for Administration.

Enrollment: Fill in the [application form](#) and send it to andrea.suessmann@spz.uni-siegen.de

Time: 9h00-10h00 on Thursday

Course format: digital via Zoom and Moodle

Time: 09h00-10h00	Topic
Module 1, KW 41-44 October 13th - November 3rd	Writing emails and making phone calls This module will focus on the language used in formal and less formal emails and phone calls. Participants will practise writing emails and making phone calls within the university context, for example replying to inquiries about examination regulations and module descriptions.
Module 2, KW 45-48 November 10th - December 1st	Business start-up: ideas and opportunities This module will be conversational in nature and will focus on the language used when discussing the start-up process with the students, e.g. goals and motivations for the personal counseling session, previous experience with founding an enterprise, talking about the founding idea: story (how did the idea arise, what distinguishes it from other companies), progress, team and goals.
Module 3, KW 49-3 December 8th - January 19th	Communication with international students (Part 1) Participants will practise discussing and explaining the following topics to international students: degree application process, examination, certification, leave of absence and re-registration.
Module 4, KW 4-7 January 26th - February 16th	Business plan and business model This module will be conversational in nature and will focus on the language used when presenting and discussing a business plan and a business model. Closer attention will be paid not only to defining goals and creating a milestone plan but also specifying the target customer group (b2b or b2c) and explaining a value proposition. Furthermore, status of the product development, reaching the target customer, revenue streams and cost structure, and support programs such as the NRW Scholarship will be discussed.
Module 5, KW 8-11 February 23rd - March 16th	Work-life balance and free time activities In this module, participants will discuss the importance of work-life balance. They will attempt to establish how work-life balance can be improved at home and at the workplace. In addition, favourite pastime activities will be discussed.
Module 6, KW 12-16 March 23rd - April 20th	Communicating with visiting scholars and students from English-speaking countries Participants will practise communicating with visiting scholars and international students. Possible topics may include providing information about: documents that need to be filled in by the visitors, public and private transport, about Siegen (shopping centres, entertainment, etc.), welcome services for visiting scholars, accommodation, residence registration (Anmeldung), residence permit (Aufenthaltstitel), health insurance, opening a bank account or language courses at the University.
Module 7, KW 17-21 April 27th - May 25th	Internships for foreign students (e.g. MA degree in Roads to Democracies at Faculty I) This module will focus on guiding international students in the process of looking and applying for an internship as well as communicating with a potential internship provider. Participants will practise providing advice and guiding students through the internship process: finding companies, applying for an internship and getting approval, completing the internship, which also involves contacting scholars by email or orally before the internship is registered in Unisono as completed. Participants will practice providing assistance face-to-face but also by email, on the phone and on Zoom.
Module 8, KW 22-26 June 1st - June 29th	Communication with international students (Part 2) Participants will practise discussing and explaining the following topics to international students: degree application process, examination, certification, leave of absence and re-registration.