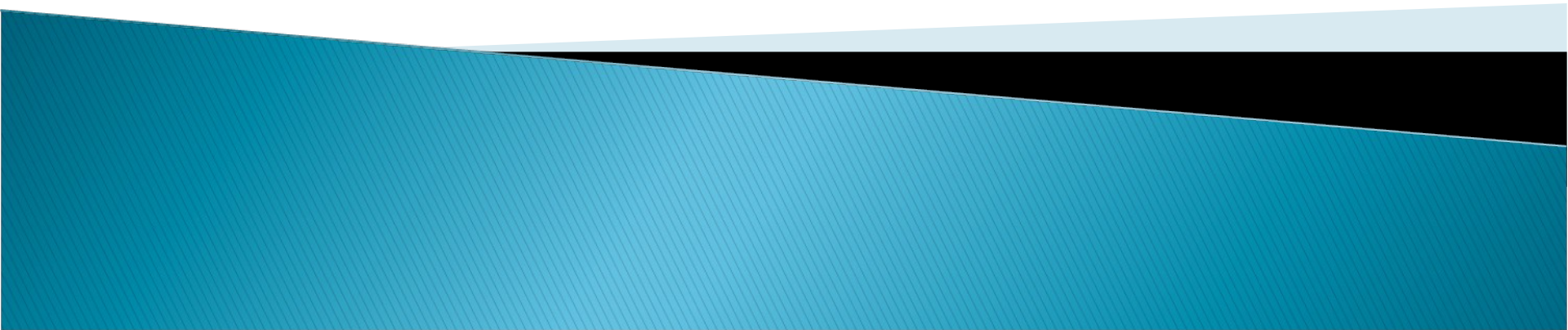


EUROPEAN LANGUAGES FOR SECRETARIES (ELS)



Partners involved in the project:

- ▶ PIXEL (Italy)
 - ▶ Connectis (Italy)
 - ▶ Comune di Firenze (Italy)
 - ▶ ITI – IPIA Leonardo da Vinci (Italy)
 - ▶ No – Limits Education and Training (UK)
 - ▶ EuroEd Foundation (Romania)
 - ▶ AGERCEL (France)
 - ▶ CREA (Spain)
 - ▶ Georgiki Anaptiki Vocational Training Center (Greece)
 - ▶ CIDAF (Romania)
 - ▶ Transfer Slovenko Ltd. (Slovak Republic)
 - ▶ Bildungswerk (Germany)
 - ▶ Kompetanse – meglernas (Norway)
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Objectives:

- ▶ **To develop the language skills of office staff** in companies throughout Europe in order to upgrade their professional language profile

Objectives:

- ▶ To expose office staff to the **Business Culture** of 9 European countries and to develop their cultural awareness

Objectives:

- ▶ To provide a **Personal Development** module designed for office staff in European companies.

Target group:

- ▶ **office staff** in companies throughout Europe, **“basic users” (Level A2)** or **“independent users” (Level B1)** in the target language (**English, French, Italian or Spanish**) who wish to develop their language skills in a specific business context.

The ELS online portal:

- ▶ **Online courses for 4 European languages:**
English, French, Italian and Spanish →
Business Language Training packages
- ▶ **Business Training Culture modules** →
improve knowledge of the specific features
of the business culture environment in
several European countries

The ELS online portal:

- ▶ **Personal Development module** →
developing personal skills towards creating and maintaining succes for themselves and those around them
- ▶ **Online Glossary** →
comprehensive glossary of business related terminology in nine European languages

Sustainability

- ▶ The project was awarded the European Label
 - ▶ Due to this recognition it is used as a model in a new Leonardo *Transfer of Innovation* project starting in 2007
 - ▶ This will make possible the transfer of its methodology and materials to a new series of countries and institutions
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