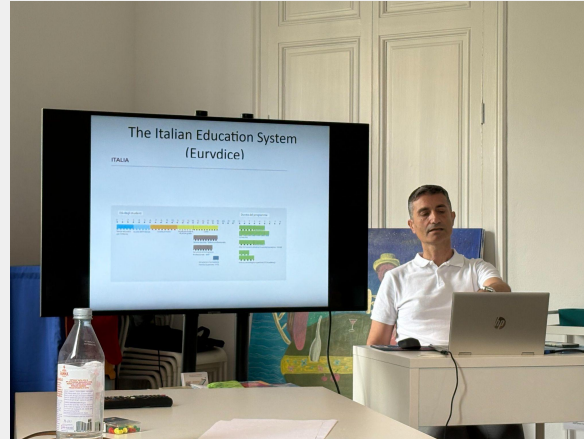


Erasmus+ Mobility Project

English for School Administration and Non-Teaching Staff



Barcelona, 19–23 May 2025

Alessandro Di Benedetto

Introduction

As part of the Erasmus+ program, I participated as school principal in the 'English for School Administration and Non-Teaching Staff' course in Barcelona (19–23 May 2025)

The training focused on:

- Improving English skills for daily school administration
- Enhancing communication
- Sharing best practices with colleagues from Europe

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Learning Outcomes

- Expand vocabulary, grammar, and pronunciation in English
- Gain confidence in written and spoken communication
- Improve listening and reading comprehension
- Carry out administrative tasks in English effectively
- Interact with colleagues, parents, and students using clear English
- Exchange experiences with European peers
- Understand the student perspective by experiencing language learning

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Program Overview (Day 1)

- Introduction to the course and external activities
- Icebreaker activities
- Presentation of participants' schools
- Identification of needs and goals

Program Overview (Day 2)

- English grammar and vocabulary
- Job description: What do you do?
- Elements of the job and conversation practice

Program Overview (Day 3)

- Speaking and listening skills
- Phone conversations
- Conversation practice

Program Overview (Day 4)

- Reading and learning to learn
- Paraphrasing and precise communication
- Instructions, directions, and prepositions
- Conversation practice
- Giving and understanding messages

Program Overview (Day 5)

- Course evaluation and discussion
- Awarding of the Certificate of Attendance
- Excursion and cultural activities

Our School Presentation

This slide summarizes the presentation prepared for Day 1, including:

- Introduction to our school
- Mission, values, and activities
- [link presentation Dai 1](#)

Strengths and Weaknesses

Strengths:

- Stimulating and motivating learning environment
- Cooperative and practical activities
- Experienced trainers with relevant expertise
- Opportunity to share ideas and experiences with colleagues

Weaknesses:

- All participants were Italian, limiting intercultural exchange
- Average English level was quite low
- Limited time to practice language in real-life school scenarios
- Some administrative topics were too generic, not fully tailored to participants' roles

Results and Impact

- improved English skills for administrative tasks (though still limited by participants' initial level)
- Increased confidence in oral and written communication
- Exposure to new strategies for professional growth
- Opportunity to build an international network (but limited interaction with non-Italian peers)
- Greater awareness of students' learning challenges
- Need for further practice to consolidate language skills and apply them in daily work

Photo Gallery

Photo

Thank you for your attention.

Alessandro Di Benedetto