



## WORKSHOP

# Propell® Teacher Workshop for the TOEIC (4-skills)

### DESCRIPTION

The Propell® Teacher Workshop for the TOEIC (Listening & Reading and Speaking & Writing tests), led by an ETS accomplished trainer, is an interactive, classroom-oriented learning experience that helps educators prepare test takers for success on the TOEIC® and also meet the challenges of teaching English to students (4-skills). In this two-day professional development program, participants will be involved in various activities in an interactive, hands-on classroom setting.

This interactive workshop places focus on both receptive (Listening and Reading) and productive (Speaking and Writing) skills students are expected to develop. Participants will gain valuable insight into the fundamental principles of teaching these skills in the framework of Teaching English as a Foreign Language using TOEIC® authentic material. The teaching principles and practices explored during the workshop will help teachers more effectively prepare their students for the TOEIC® while further developing their own teaching skills.

The workshop is highly interactive allowing participants to interact with peers and exchange teaching ideas. This comprehensive professional development program also enables English language schools to expand their business through increased student enrollment.

### LEARNING OBJECTIVES

- > Understand fundamental teaching principles
- > Set learning objectives
- > Familiarize with the TOEIC Listening & Reading and Speaking & Writing tests
- > Apply teaching principles to TOEIC® preparation classes
- > Be exposed to authentic ETS material specially designed for TOEIC® preparation

### WORKSHOP HIGHLIGHTS

#### English language learning guidance:

- > Teaching and learning guidance to promote success
- > Dynamic classroom activities to motivate learners
- > Learning objectives aiming at the development of lesson plans and class activities

#### TOEIC Listening & Reading and TOEIC Speaking & Writing test background:

- > Familiarization with the test format through practice tests completion

#### Growth opportunities:

- > Network with other instructors to share ideas
- > Evaluate and provide program feedback
- > Earn an ETS Certificate of workshop completion

### AUDIENCE

The workshop is designed for Foreign Language School owners and EFL teachers, either newly qualified or more experienced, who wish to further develop their TOEIC® test preparation teaching skills (or their teaching skills in general) in a creative and interactive learning environment.

### HOURS / DURATION

16 hours

### DATES

January 30, 2020 (09:00-17:00) & February 1, 2020 (09:00-17:00)

### VENUE

Hellenic American Union  
Massalias 22, Athens

### FEES

170€

### CERTIFICATE OF ATTENDANCE

The participants will receive an ETS certificate of attendance upon completion of the workshop.

## REGISTRATION FORM

I wish to enroll and attend the workshop:

ETS Propell® Teacher Workshop for the TOEIC 4-skills	Workshop Dates: January 30 & February 1, 2020
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Please select: Language School Owner  EFL Teacher  School Code (if applicable): \_\_\_\_\_  
In order to guarantee a place in the workshop, you are kindly requested to register at least 10 working days prior to the workshop.

### PERSONAL INFORMATION

Please print clearly all information requested below in capital letters (all fields are mandatory)

Last Name/Family Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### INVOICE DETAILS (if you wish to receive an invoice)

(all fields are mandatory)

Company Name: \_\_\_\_\_

Area of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code/City: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Tax ID No: \_\_\_\_\_ Tax Registration Office: \_\_\_\_\_

### REGISTRATION AND PAYMENT POLICY

- Fill in the registration form and send it to the Hellenic American Union with the payment receipt. All registration forms & payment receipts must be received by the Hellenic American Union the latest 10 working days before the day of the workshop.
- The fees must be deposited at the Alpha Bank. The bank account number is 262-00-2002-002551 and the IBAN is GR2601402620262002002551.
  - \* In the field "description" of the bank receipt fill in your school code (for Language Schools/EFL Teachers) if applicable. Otherwise, fill in your full name.
- There are two alternative ways to submit your registration form along with the deposit slip from the bank:
  1. Fax them to the following number: 210 3634200
  2. Email them to: exams@hau.gr
- Receipts/invoices are issued by the Hellenic American Union and sent via e-mail.
- You will receive your registration confirmation two days before the day of the workshop.

### CANCELLATION POLICY

- Cancellations must be made from the email mentioned on the registration form and sent to exams@hau.gr. A full refund can be given for cancellation requests received in writing 10 working days before the workshop. No refund will be given for cancellation requests after this deadline.
- The Hellenic American Union reserves the right to change or cancel any of its scheduled workshops due to unforeseen circumstances. A full refund is given to those who have registered.

### DATA PRIVACY POLICY

The Hellenic American Union collects and uses personal information in order to communicate with the members of its public; to operate and provide information on educational and cultural programs and services that it conducts on its own, on behalf of, or in cooperation with other organizations, and to inform the members of its public of educational and cultural opportunities. The information we have requested in this form will be maintained in digital and/or physical form and used only for the purposes described above. You have the right to reasonable access to the personal information we have on you, to request a copy of this information, and to correct it if inaccurate. If you would like more information on the Hellenic American Union's data protection and privacy policy, please contact the Hellenic American Union's Data Protection Officer at privacy@hau.gr or 2103680056.

I understand and accept the registration, payment, cancellation and data privacy policies.

Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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An educational public charity  
**CENTER FOR EXAMINATIONS AND CERTIFICATIONS**



The Hellenic American Union Center for Examinations and Certifications applies a Management System in accordance with the ISO 9001: 2015 standard for the following scopes: "Planning, organization, and administration of examinations" and "Provision of support services to candidates, foreign language schools, and teachers".