



Inter-Governmental International Organization

**COLOMBO PLAN STAFF COLLEGE**

for Human Resources Development in Asia and the Pacific Region

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**PROGRAM PROPOSAL**

**English Training for RMUTT Staff/Secretary**

<b>Organizer</b>	CPSC in collaboration with RMUTT
<b>Duration</b>	April 20 – 24, 2015 (5 days)
<b>Venue</b>	CPSC, Manila, Philippines
<b>Target Group</b>	30 Staff Members of Rajamangala University of Technology – Thanyaburi

**Tentative Program Schedule**

Day	Session 1 09:00-10:30		Session 2 11:00-12:30		Session 3 1:30-3:00		Session 4 3:30-5:00	6:30-9:00
Apr 19 (Sun)	<b>ARRIVAL AND RECEPTION</b>							
Apr 20 (Mon) Day 1	9:00 – 9:30 Registration  9:30 – 10:30 <i>Opening Program and Orientation</i>	T E A  B R E A K	Special Lecture: Skills for Life: Preparation for ASEAN Community 2015	L U N C H	Theme Paper 1: Effective Communication in the Workplace	T E A  B R E A K	Learning Exercise 1: Pass the Message  Computer Session 1: Registration to OnCourse	Welcome Dinner
Apr 21 (Tues) Day 2	MILLY  Learning Exercise 2: Memo and Correspondence Writing		Cont.		Cont.		Cont.	
Apr 22 (Wed) Day 3	MILLY  Learning Exercise 3: Listening Skills		Learning Exercises 4: Building Confidence in Oral Communication		Learning Exercise 5: Debate/Group Presentation		Cont.	
Apr 23 (Thurs) Day 4	MILLY  Theme Paper 2: Teamwork Culture for Productivity and Competitiveness		Learning Exercise 6: Analysis of Team Role Composition		Cont.		Cont.	
Apr 24 (Fri) Day 5	Reporting of Re-Entry Plan			Online Exam and Evaluation		Closing Program		
Apr 25 (Sat) Day 6	<b>DEPARTURE</b>							