



Englisch für Personalreferate an deutschen Hochschulen (Aufbaukurs) (57)

September 16–17, 2025

Venue: Wissenschaftszentrum Bonn
Ahrstraße 45, 53175 Bonn

Preliminary Programme

Day 1

- 9:00 a.m. **Welcome and Introduction**
- 9:15 a.m. **Session 1: "Getting Started"**
Warm-up: creating a welcoming atmosphere and making small talk.
- 10:45 a.m. **Coffee Break**
- 11:00 a.m. **Session 2: "HR Forms and Documents"**
Filling out personal information forms, focusing on relevant vocabulary and phrases.
- 12:30 p.m. **Lunch Break**
- 1:30 p.m. **Session 3: "The Language of Work Contracts"**
Explaining contract details and terms related to finance.
- 3:00 p.m. **Coffee Break**
- 3:15 p.m. **Session 4: "The Language of Emails"**
Learning typical email phrases and expressions; style and form of emails; practicing writing a short email.
- 4:30 p.m. **Feedback**
Reflecting on issues that have emerged.
- 4:45 p.m. **End of Day 1**



Day 2

- 9:00 a.m. **Introduction to Day 2**
Summary of key issues and today's agenda.
- 9:15 a.m. **Session 5: "Insurances"**
Explaining main issues of the German social insurance system and pension scheme.
- 10:45 a.m. **Coffee Break**
- 11:00 a.m. **Session 6: "Appointment Negotiations"**
Learning key vocabulary and role-playing difficult situations in a negotiation.
- 12:30 p.m. **Lunch**
- 1:30 p.m. **Session 7: "Culture and Language"**
Reflecting on Anglo-German cultural differences and their impact on communication.
- 3:00 p.m. **Coffee Break**
- 3:15 p.m. **Session 8: "Discussions and Revision"**
Practising discussions (terms of agreeing and disagreeing), applying and revising everything that has been learned so far.
- 4:20 p.m. **Round-Up and Review**
Concluding remarks and evaluation.
- 4:30 p.m. **End of Seminar**

Organization and Head of Department:

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Trainer

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