

English Training Catalog

2016 / 2017

ICL International Communities of Luxembourg

Contacts:

ICL

RSC F900

Arrêté ministériel du 28.06.2016

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Welcome to the training catalog of the International Communities of Luxembourg!

“We are dedicated to life-long learning that certifies our students expertise in the business competencies and skills that they need. We teach students, unemployed or under employed workers, men and women, young and old. We offer **after school programs** for Languages and IT, as well as **morning, afternoon, evening and weekend courses** to fit your needs and your schedule. We can help you become an IT technician, Auditor, Compliance Officer, Project Manager, clothing designer, Restaurant or Hotel employee... Our courses are primarily taught in English. If you and your friends require training in an area that we have not yet identified do let us know and we will arrange a program to meet your needs.

As foreigners living and working in Luxembourg for many years, we understand how difficult it sometimes is to get a job without the right preparation. We believe in the power of diversity. We believe in the power of each individual. Let us help you become all you can be.

We are approved/certified as an educational course provider by the Luxembourg Ministry of Education and eligible students can have their training programs paid for by the ADEM.”



Paul Schonenberg

ICL President

5 Languages of Luxembourg - 5LB1

80 hs / € 1.200,00

- “The five languages of Luxembourg” will serve as a support and guideline. The teaching programme will also include further grammar and vocabulary, games and exercises, practical activities simulating or recreating real-life situations.
- **General objectives for section Basic 1:**
- To set up an elementary basis of grammar and vocabulary (language patterns common to more languages) that allows students to communicate in a simple but correct way.
- To teach students how to make connections and bridges between more languages for quicker and better learning.

5 Languages of Luxembourg - 5LB2

80 hs / € 1.200,00

- “The five languages of Luxembourg” will serve as support and guideline. The teaching programme will also include further grammar and vocabulary, games and exercises, practical activities simulating or recreating real-life situations.
- **General objectives for section Basic 2:**
 - To master basic language patterns and vocabulary
 - To make more elaborated sentences
 - To express actions taking place in the present, past and future
 - To better understand all five languages even if possibly not able to speak them yet
 - To become confident and enjoy simultaneous learning
 - To develop learning strategies

5 Languages of Luxembourg

80 hs / € 1.200,00

Code	Langues	Start	Finish	Agenda
5LB1	5 Langues	10/10/2016	05/12/2016	8 - 10 hs
5LB1	5 Langues	10/10/2016	05/12/2016	8 - 10 hs
5LB1	5 Langues	10/10/2016	05/12/2016	19 - 21 hs
5LB1	5 Langues	05/11/2016	18/02/2017	8 - 13 hs
5LB1	5 Langues	16/01/2017	04/03/2017	8 - 10 hs
5LB2	5 Langues	16/01/2017	04/03/2017	19 - 21 hs
5LB1	5 Langues	04/03/2017	17/06/2017	8 - 13 hs
5LB2	5 Langues	13/03/2017	19/05/2017	8 - 10 hs
5LB1	5 Langues	13/03/2017	19/05/2017	19 - 21 hs
5LB1	5 Langues	29/05/2017	25/07/2017	8 - 10 hs
5LB2	5 Langues	29/05/2017	25/07/2017	19 - 21 hs

Living in Luxembourg

6 hs / € 80,00

Goal: Social, Cultural and Economical Integration

- Topics covered in the course:
- History, geography, politics . Social and cultural integration.
- Bureaucracy, your local commune and the recycling system in Luxembourg.
- Working life, day to day living, tax card, renting, utilities, phone and internet, TV, radio and the press, insurance, vehicles, driving and transportation.
- Education system, health scheme, child allowance,.
- Culture, etiquette and customs, leisure and entertainment, shopping, expat and national organizations,.
- Sports and music organizations.

Living in Luxembourg

6 hs / € 80,00

Code	Langues	Start	Finish	Agenda
VLE	EN	21/10/2016	21/10/2016	8 - 14 hs
VLE	EN	06/04/2017	06/04/2017	8 - 14 hs
VLE	EN	01/07/2017	01/07/2017	8 - 14 hs

Tools 4Students

88 hs / € 1.200,00
IT

Languages +

- The 5 Languages of Luxembourg + Microsoft Office
- € 100,00 / 12 x monthly payments (1 year package)
- Courses available every afternoon for students from 12 to 25 years old!

Microsoft Office

8 hs / € 500,00

Microsoft Office is an office suite of applications, servers, and services developed by Microsoft. It was first announced by Bill Gates on 1 August 1988, the first version of Office contained Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

Content:

- Basic and advanced levels
- Windows OS
- Word
- Excel
- Power Point
- Outlook

Office Microsoft

8 hs / € 500,00

Code	Langues	Start	Finish	Agenda
ITOE01	EN	13/10/2016	20/10/2016	14:40 - 18:30 hs
ITOE01	EN	17/11/2016	24/11/2016	14:40 - 18:30 hs
ITOE01	EN	12/01/2017	19/01/2017	14:40 - 18:30 hs
ITOE01	EN	09/02/2017	16/02/2017	14:40 - 18:30 hs
ITOE01	EN	16/03/2017	23/03/2017	14:40 - 18:30 hs
ITOE01	EN	27/04/2017	04/05/2017	14:40 - 18:30 hs
ITOE01	EN	01/06/2017	08/06/2017	14:40 - 18:30 hs
ITOE01	EN	06/07/2017	13/07/2017	14:40 - 18:30 hs
ITOE02	EN	27/10/2016	03/11/2016	14:40 - 18:30 hs
ITOE02	EN	01/12/2016	08/12/2016	14:40 - 18:30 hs
ITOE02	EN	26/01/2017	02/02/2017	14:40 - 18:30 hs
ITOE02	EN	23/02/2017	02/03/2017	14:40 - 18:30 hs
ITOE02	EN	30/03/2017	06/04/2017	14:40 - 18:30 hs
ITOE02	EN	11/05/2017	18/05/2017	14:40 - 18:30 hs
ITOE02	EN	15/06/2017	22/06/2017	14:40 - 18:30 hs
ITOE02	EN	20/07/2017	27/07/2017	14:40 - 18:30 hs

Applying VBA Programming to Word

32 hs / € 1.200,00

Accessing Word objects

Understanding Selection and Range

Inserting text via code

Sorting via code

Formatting text via code

Managing document objects

Managing bookmarks via code

Using Forms in Word

Using Dialogs in Word

Automating content creation with macros

Codes: ITPWE - English
ITPWF - French
ITPWP - Portuguese

Learning VBA1 Programming Excel

32 hs / € 1.200,00

Understanding the basic concepts of programming

Understanding objects

Understanding variable types

Planning your program

The VBA interface

Understanding modules

Understanding procedures

Understanding functions

Variable Scope

Passing values to subroutines

Accessing the Worksheet objects

Basic programming functions

Code Iteration

Controlling code execution

Commenting code

Finding help online

Codes: ITPEE1 - English
ITPEF1 - French
ITPEP1 - Portuguese

Learning VBA2 Programming Excel

32 hs / € 1.200,00

Advanced programming functions

Using Forms and Controls

Understanding Events

Error Management

Recursive programming

Defining and Using Custom Variable Types

Creating a Code Library

Programming for maintenance

Tips & Tricks

Codes: ITPEE2 - English
ITPEF2 - French
ITPEP2 - Portuguese

Programming Word and Excel

32 hs / € 1.200,00

Code	Langues	Start	Finish	Agenda
ITPEE1	EN	10/10/2016	07/11/2016	8 - 10 hs
ITPEF1	FR	10/10/2016	07/11/2016	19 - 21 hs
ITPEP1	PT	14/11/2016	08/12/2016	8 - 10 hs
ITPEE2	EN	14/11/2016	22/12/2016	19 - 21 hs
ITPEF2	FR	09/01/2017	02/03/2017	8 - 10 hs
ITPEP2	PT	09/01/2017	02/03/2017	19 - 21 hs
ITPWE	EN	13/03/2017	15/05/2017	8 - 10 hs
ITPWF	FR	13/03/2017	15/05/2017	19 - 21 hs
ITPWP	PT	29/05/2017	24/07/2017	8 - 10 hs

Excel 1 codes : ITPEE1 - EN
ITPEF1 - FR
ITPEP1 - PT

Excel 2 codes : ITPEE2 - EN
ITPEF2 - FR
ITPEP2 - PT

Word codes : ITPWE - EN
ITPWF - FR
ITPWP - PT

Assistant Governance

300 hs / € 1.600,00

Course + Languages + Stage

- Commercial

- Know the services offered by the hotel and inform the customer
- Ensure that the documents and information filed in the rooms is current.

- Production

- Control of the presentation rooms, common areas, their arrangement and maintenance of facilities and furniture.
- Control minibars and the establishment of tea and coffee
- Ensure the hygiene and cleanliness of rooms and other common areas
- Report any incidents: defective valve, TV out ...
- In case of technical problems, organize the necessary interventions
- Participates and coordinates with reception room assignments and possible evacuations.
- Ensure the quality of cleaning and laundering of linen
- Check the proper use of "passes" service
- Establish the annual program of major cleaning jobs

- Management

- Check the consumption of cleaning products and home products to conform to established ratios
- Maintain analysis dashboards (room status, machine stock, welcome products, cleaning products, planning of the workforce)
- Check the monthly bills of the laundry service compared to pressing tickets collected during the month
- Analyze and transmit Fidelio data

- Human resources

- Establishment of schedules based on occupancy (schedules, holidays, rest ...)
- Recruiting interim
- Ensure the adequacy of staff in relation to the activity

Assistant Governance

300 hs / € 1.600,00

Course + Languages + Stage

Code	Langues	Start	Finish	Agenda
HGE	EN	10/10/2016	05/12/2016	8 - 10 hs
HGE	EN	13/02/2017	07/04/2017	8 - 10 hs
HGE	EN	26/06/2017	21/08/2017	8 - 10 hs

Room Maid

200 hs / € 1.200,00

Course + Languages

- Rearranging rooms ensuring harmony of the overall presentation according to the specifications of the hotel.
- Optimizing time by applying an effective cleaning process.
- Sorting waste.
- Knowing the referenced cleaning products.
- Ensuring the cleaning of common areas of the hotel.
- Ensuring the room features reception and standby products so that documents are made available to the client in a timely fashion.
- Checking the operational status of the equipment and the state of the furnishings, and reporting to the governance any defects or anomalies.
- Collecting and remitting to the housekeeper any found objects on the same day.
- Harvesting the washing or asking for sewing.
- Collecting the dirty linen (sheets and towels) on all floors, sorting it and forwarding it to the Lingerie or supplier.
- Knowing how the treasury of its cleaning according to the procedures in force in the establishment.
- Makes opening the daily work of housekeeping and control rooms on weekends and holidays.
- Ensures the implementation of the "cover" and ensures to set up specific, desired by regular customers.
- There may be a demand to clean shoes.

Room Maid

200 hs / € 1.200,00

Course + Languages

Code	Langues	Start	Finish	Agenda
HCE	EN	10/10/2016	05/12/2016	14 - 16 hs
HCE	EN	13/02/2017	07/04/2017	14 - 16 hs
HCE	EN	26/06/2017	21/08/2017	14 - 16 hs

Governance, Risk and Compliance

24 hs / € 1.200,00

- **Governance** – The effective, ethical management of a company by its executives and managerial levels.
- **Risk** – The ability to effectively and cost-efficiently mitigate risks that can hinder an organization's operations or ability to remain competitive in its market.
- **Compliance** – A company's conformance with regulatory requirements for business operations, data retention and other business practices. Also refers to the process of educating employees on laws, regulations and company policies that apply their day-to-day job responsibilities.

Governance, Risk and Compliance

24 hs / € 1.200,00

Code	Langues	Start	Finish	Agenda
GRC	EN	15/10/2016	22/10/2016	9 - 18 hs
GRC	EN	14/01/2017	21/01/2017	9 - 18 hs
GRC	EN	15/04/2017	22/04/2017	9 - 18 hs

Internal Audit

40 hs / € 1.200,00

- **Part 1: Fundamentals of Internal Auditing**
- **Part 2: Audit Report Writing**
- Understand the basic elements of a clear and well written audit report
- Structure a report to meet readers' needs
- Structure audit findings to clearly set out the criteria, condition, root cause and recommendation
- Pass the key messages for the executive summary that focus on risk and getting results
- End-to-end practice of the report writing process, from thinking about the finding, meeting with the needs of your audience, expressing your ideas to meet their needs and crafting and streamlining your writing

Internal Audit

40 hs / € 1.200,00

Code	Langues	Start	Finish	Agenda
IAE	EN	30/10/2017	13/11/2017	9 - 18 hs
IAE	EN	28/01/2017	11/02/2017	9 - 18 hs
IAE	EN	06/05/2017	20/05/2017	9 - 18 hs

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