

## **Study visit**

From the project Creatris I had a chance to visit learning courses of the team training organization with the residence in Germany Tübingen. This organization cooperates with local employment office and organizes learning courses mostly for unemployment people to increase their chances in the labour market. Courses are either creates for the need of certain group of people (e.g. Alpha Course) or they are general and helpful for most of the unemployed people (e.g. Job Club, computer and internet courses). Among courses arranged by team training organization we can find also English courses (Business English) which are open for wider group of people, not only for unemployed people.

What I think is very important and positive is the cooperation between thematically very wide specialized team training organization and employment office. This cooperation enables create courses reactive for the actual situation on the labour market. Unemployed people due to this cooperation can not solve the problem what they have to do to find a job alone. Employment office can offer them courses that increase their chances in finding job or can be specialized especially for finding job as the course Job club.

At the following part of the report I would like to focus on these courses:

- Alpha Course
- Job Club
- Computer and Internet Course
- Business English

Alpha course attenders are immigrants that want to learn German language. Those people usually live in Germany several years; they are unemployed or work as unqualified workers so they don't have to know German language (e.g. hand worker, cook, etc.). Those people come especially from Turkey but also from other countries as Pakistan, Dominic Republic etc. Most of them have just basic education so it is more difficult for them to find a job. With basic education and with the unfamiliarity of German language their chances to find a job are really very low.

Teaching this group of people is certainly different from teaching pupils or students and also different from teaching adults Europeans. It is necessary to know that "students" are in this case people from different cultural environment than is Germany. Most of them are Muslims. These facts we have to know when creating courses and preparing learning materials. Here is a big space for creativity in organization offering these courses. We have to motivate students in a right way and make a pleasant learning environment for them. Contrary to pupils and students these people attend this course voluntarily and if they don't get a feeling that their language level has increased, they will stop attend this course.

Team training organization were thinking about those thinks and facts while preparing Alpha Course and has create the course of German language for beginners that is fit for adults from different cultural environment. Main goal of this course is to teach people how to write and read because writing and reading is the biggest problem for them. Most of them can understand spoken word and can make a simple sentence but have problem with writing and reading. I have found several elements at this course which are processed very creatively. At this course a modern textbook is used (from 2004). This textbook is making bespoke to attenders of this course. In this textbook we can find letters in difficulty order and each letter is exercises separately. In addition to this textbook other materials are used. These materials are made by lectors just for concrete needs of attenders of this course. Because of small group of attenders, Alpha course can be intensive, interactive and lectors can practise individual way

*Project CREATRIS*  
*Lifelong Learning Programme: Leonardo da Vinci Partnerships*

in learning. After passing this course, attenders can join other course of German language – Advance German language.

Similar course as is Alpha course in Tübingen in Germany might be useful in Czech Republic. This course might attend people that are disadvantaged on labour market because of unfamiliarity or bad knowledge of Czech language. Those people are for example immigrants from Vietnam or Ukraine, Roma people and other groups of people. Due to inefficient knowledge of Czech language, these people can find job only with big difficulties. Jobs they can find are for unqualified workers with low income.

Other course set up by team training organization is course called Job club. Course is focused on helping unemployed people with finding job. Advantage of this course is his complexity. Expectants can find all knowledge and information at one place. They will create their own curriculum vitae, will learn how to write incentive letters, will pass training how to be successful at selection procedure and how to stay at their new jobs. Attenders of this course can also improve their computer and internet skills and use job advertisement in newspapers and catalogue of organization for finding jobs yet during running of this course. Those who are thinking about establishing their own organization can avail a possibility to run a fictive organization and do projects work. Learners may help future businessmen with preparation of documentation necessary for establishing their own organization. Attenders of this course will pass a training that will prepare them and teach them basic knowledge connected with business management.

Learners are trying to teach attenders how to vindicate their attitudes and solutions, to know how to present their ideas and how to perform properly in public.

This course seemed also very useful for me and one think I appreciate the most is his complexity. In Czech Republic we can attend computer courses or internet courses or we can visit employment office and look for a job at their database, but we have no possibility to attend course like Job club in Tübingen that will help unemployed people and advise them with job finding in such way and complexity as it is possible in Germany. Unemployed people in Czech Republic many times don't know what possibilities they have, what courses they can pass and where they can ask for help.

Computer skill and use of internet is necessary for a lot of jobs. Team training knows this and has created a special course focused on these skills. Running of the lesson is different we are used to. Normally lector asks for a work and wait until everybody is done then continues. In computer and internet courses more time is spend on individual work with tuitions if somebody doesn't know what to do and how to continue. With this way of teaching everybody has a chance to practise what he or she needs and doesn't have to wait till everybody is done with their work or moreover be bored when lector is teaching topics they already know. This way of teaching is more difficult for a lector because he has to focus and do more thinks at the same time. It is better when the framework of the lesson is known in advance (e.g. MO Word, MO Outlook, internet, etc.). It may be also possible that some attenders have to practise different topics from the rest of the group. In this case lector has to prepare them individual study plan and exercises.

This course is a good example of a need of the right method of teaching. It is not possible to use same kind of teaching methods for all courses. For some courses, especially for language courses, it is better to have a lector who runs the lesson and all have same program. On the contrary for some courses is better to do individual or team work with just lectors tuitions.

*Project CREATRIS*  
*Lifelong Learning Programme: Leonardo da Vinci Partnerships*

Last course I had a chance to visit during my study visit in Tübingen was a language course called Business English. Teaching methods used in Germany are similar to methods we use in Czech Republic (grammar, conversation, listening, vocabulary building, business letters writing, etc.) but the environment of the lesson is sometimes different from traditional classroom. The environment of the course is maybe not important on the first time but those who passed this or similar course know how important is the form and the concept of a whole course. It is very important to motivate attenders of the course and create a friendly environment so then people will be pleased to attend the course and not attend the course just because of the need of the certain knowledge. Let's think about Jan Amos Komensky and his "School as a game". People will often learn more when they are doing something they enjoy, although in foreign language, when they learn subconsciously and spontaneously.

These facts know also lectors from team training so they try to make their lessons more innovative and non-traditional way. They often go with their groups outside, they don't stay at classroom. They visit for example galleries or restaurants when they do conversation on certain topics they are interested in. This is a spontaneous way how to build vocabulary and practise conversation. Other teaching methods might be games and competitions, although modify for needs of the course, because these activities support concentration of attenders and they can learn without knowing that they are in process of learning.

Study visit in Tübingen was very useful and pleasant for me. I had a chance to meet many pleasant people (students, lectors, etc.) and joined several courses. Each of these courses was somehow unique and non-traditional because of the certain group of attenders or specific teaching methods. A lot of teaching methods are same in Germany and Czech Republic but I had also a chance to see many original and creative methods and concepts of courses which were made and fit by lectors for needs of each course and attenders of these courses.

Creation and fitting teaching methods and materials for needs of each course is the most important think I had a chance to see and learn during my study visit in Tübingen in Germany.

Ludmila Špičáková  
METER Silesia  
Ostrava, Czech Republic  
19.12.2008