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Participant's report to the National Nominating Authority and the National Contact Point

Meeting report

In the three weeks after the event, please complete this report. It contains two sections:

1. **Reporting:** this is intended as a feedback on the event, on what was learnt, on how the event will affect your work and on how it will be disseminated. In addition to the ECML National Nominating Authority and the National Contact Point in your country the ECML will use the report¹ in the "Experts involved in ECML activities" section of each ECML member state website (please see <http://contactpoints.ecml.at>).

This section should be written in one of the project's working languages.

2. **Public information:** this is intended as an information on the ECML project and its expected value for your country. The content should be of interest for a larger audience. Thus it should link up to interesting publications, websites, events etc. which were discussed on the occasion of the workshop or which are relevant in your country. The public information should be a short, promotional text of about 200 words.

This section should be written in (one of) your national language(s).

The completed file should be sent to

- the ECML National Nominating Authority and the National Contact Point in your country (contact details can be found at <http://www.ecml.at/aboutus/members.asp>)
- and in copy to ECML Secretariat (Erika.komon@ecml.at)

within the given deadline.

¹ Only if you authorised the ECML to publish your contact details.

1. Reporting

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| Name of the workshop participant | Shellyanne Graham |
| Institution | Jewish Care |
| E-mail address | sgraham@jcare.org |
| Title of ECML project | Language for work - Tools for professional development |
| ECML project website | http://www.ecml.at/ECML-Programme/Programme2016-2019/Adultmigrants/tabid/1858/language/en-GB/Default.aspx |
| Date of the event | 1 – 2 June 2017 |
| Brief summary of the content of the workshop | In this workshop, we were looking at developing a “framework” for language at work. We needed to take an in-depth look at who this would be for and come up with a way of making something that would be useful for all users. It also needs to be not too complicated so that it can be accessed by anyone who needs to use it. |
| What did you find particularly useful? | It was very useful for me to network with other language professionals and learn of the ways that other organisations have implemented Language for Work programmes. |
| How will you use what you learnt / developed in the event in your professional context? | I learnt some more interesting ways of presenting information to learners, such as via an app so I am planning to develop that further. |
| How will you further contribute to the project? | I will contribute further by continuing to develop materials which can be added to the materials bank. |
| How do you plan to disseminate the project? <ul style="list-style-type: none">- to colleagues- to a professional association- in a professional journal/website- in a newspaper- other | I have disseminated the project aims to my colleagues at my organisation and to my volunteers. |

2. Public information

Short text (about 200 words) for the promotion of the ECML event, the project and the envisaged publication with a focus on the benefits for target groups. This text should be provided in your

national language(s) to be used for dissemination (on websites, for journals etc.).

This particular project is of great importance to anyone who is focusing on language within a workplace setting. The challenges of adult learning in the workplace are well documented and the proposed framework will act as a guide for everyone who is involved. It aims to be inclusive, not just for language teachers, but employers or anyone who has an interest in language learning at work. The benefit will be that it will be easier to find resources and ideas that will improve provision of workplace language learning. Additionally, it will be a starting point for other workplace language schemes to be set up by building on previous activities and guidelines.