



Presidenza del Consiglio dei Ministri
Scuola Nazionale dell'Amministrazione

“International soft skills”

Codice 2025.146

Edizione nr. 001 “Bath” - Data di inizio: 10 febbraio 2025

Blended

Calendario e programma didattico

Lezioni in aula

Data	Orario (da/a)	Argomento	Docente	Ore
10/02/2025	09.00 – 11.00	Presentations - Lesson 1 Audiences and cultural expectations	Sarah A. Wood	2
	11.00 -13.00	Content – sifting and sorting. Slide design, effective openings, organisation, planning and timing.	Sarah A. Wood	2
		Pausa pranzo		
	14.00 – 16.00	Simulation: briefing an EU workgroup	Sarah A. Wood	2
17/02/2025	09.00 – 11.00	Presentations – Lesson 2 Public Speaking	Sarah A. Wood	2
	11.00 -13.00	Rhetoric and rhetorical devices	Sarah A. Wood	2
		Pausa pranzo		
	14.00 – 16.00	Q & A sessions	Sarah A. Wood	2
03/03/2025	09.00 – 11.00	Meetings – Lesson 1 The anatomy and language of meetings	Sarah A. Wood	2
	11.00 -13.00	Decision making Agreeing and disagreeing	Sarah A. Wood	2
		Pausa pranzo		
	14.00 – 16.00	Chairing meetings Role play: HR issues	Sarah A. Wood	2
10/03/2025	09.00 – 11.00	Meetings – Lesson 2 Presentation of project work assignments	Sarah A. Wood	2
	11.00 -13.00	Simulation: EU plenary	Sarah A. Wood	2
		Pausa pranzo		
	14.00 – 16.00	Facts and figures	Sarah A. Wood	2
24/03/2025	09.00 – 11.00	Negotiations - Lesson 1 Overview of negotiation theories and practise	Sarah A. Wood	2
	11.00 -13.00	The process of negotiation	Sarah A. Wood	2
		Pausa pranzo		
	14.00 – 16.00	The language of negotiations Role play	Sarah A. Wood	2
31/03/2025	09.00 – 11.00	Negotiations – Lesson 2 Cultures and negotiation	Sarah A. Wood	2
	11.00 -13.00	Setting agendas Defining strategies	Sarah A. Wood	2
		Pausa pranzo		
	14.00 – 16.00	Case study and simulation	Sarah A. Wood	2
14/04/2025	09.00 – 11.00	Hospitality and Networking – Lesson 1 Cultural norms and social interactions	Sarah A. Wood	2
	11.00 -13.00	The art of small talk	Sarah A. Wood	2
		Pausa pranzo		

	14.00 – 16.00	The big picture - the media and major issues	Sarah A. Wood	2
28/04/2025	09.00 – 11.00	Hospitality and Networking - Lesson 2 Presentation of project work assignments – final assessment	Sarah A. Wood	2
	11.00 -13.00	Presentation of project work assignments – final assessment	Sarah A. Wood	2
		Pausa pranzo		
	14.00 – 16.00	Formal and informal entertaining Dinner party role play Discussing current affairs	Sarah A. Wood	2

Tutoraggio in modalità e-learning

Data	Orario (da/a)	Argomento	Docente	Ore
12/02/2025	9:00 – 10:00	Presentations Forum feedback e assistenza tecnico-scientifica sugli argomenti dei moduli disponibili	Sarah A. Wood	1
19/02/2025	9:00 – 10:00	Presentations Forum feedback e assistenza tecnico-scientifica sugli argomenti dei moduli disponibili Valutazione Assignment	Sarah A. Wood	1
05/03/2025	9:00 – 10:00	Meetings Forum feedback e assistenza tecnico-scientifica sugli argomenti dei moduli disponibili Organizzazione Project Work	Sarah A. Wood	1
12/03/2025	9:00 – 10:00	Meetings Forum feedback e assistenza tecnico-scientifica sugli argomenti dei moduli disponibili Valutazione Project Work	Sarah A. Wood	2
26/03/2025	9:00 – 10:00	Negotiations Forum feedback e assistenza tecnico-scientifica sugli argomenti dei moduli disponibili Valutazione delle attività didattiche richieste	Sarah A. Wood	1
04/04/2025	9:00 – 10:00	Negotiations Forum feedback e assistenza tecnico-scientifica sugli argomenti dei moduli disponibili Valutazione delle attività didattiche richieste	Sarah A. Wood	1
16/04/2025	9:00 – 10:00	Hospitality & Networking Forum feedback e assistenza tecnico-scientifica sugli argomenti dei moduli disponibili Organizzazione Project Work Finale	Sarah A. Wood	1
30/04/2025	9:00 – 11:00	Hospitality & Networking Valutazione Project Work Finale	Sarah A. Wood	2

Moduli di formazione a distanza fruibili autonomamente

Disponibilità (dal/al)		Argomento – descrizione del modulo	Ore
10/02/2025	13/05/2025	Presentations Introduction on forum Workshop on presenting numbers and graphs: video and interactive exercises Workshop on rhetoric: interactive exercises	3

17/02/2025	13/05/2025	Presentations Workshop on presenting numbers and graphs: video and interactive exercises Q & A sessions: interactive exercises Presentation Video Guide I – Structure Presentation Video Guide II – ABCD Openings Presentation Video Guide III - Slide Design Presentation Video Guide IV – Rhetorical Devices Presentation Video Guide V – Presenting Statistics Presentation Video Guide VI – Q & A Assignment: Slide Design	7
03/03/2025	13/05/2025	Meetings Views on meetings - listening exercise Expressions for chairing meetings	1
10/03/2025	13/05/2025	Meetings Issues with international meetings: discussion Pronunciation exercise - shadowing Meetings Video Guide I – The Agenda Meetings Video Guide II – The Chair Meetings Video Guide III – Diplomatic Language Meetings Video Guide IV - Clarifying Assignment - Project Work	11
24/03/2025	13/05/2025	Negotiations Preparing for negotiation Interactive vocabulary exercise The language of negotiation: interactive exercise Golden rules of negotiation and body language Videos on negotiation and analysis	5,5
31/03/2025	13/05/2025	Negotiations Negotiations Video Guide I – Setting the Agenda Negotiations Video Guide II – Goals & BATNAS Negotiations Video Guide III – Body Language Negotiations Video Guide IV – Tactics & Strategies Assignment: Structured Negotiation	2,5
14/04/2025	13/05/2025	Hospitality & Networking The art of conversation: Interactive exercise Guidelines for international visitors, reading and interactive comprehension exercise	2
28/04/2025	13/05/2025	Hospitality & Networking Cuisine vocabulary: interactive exercise Hospitality Video Guide I – Food Hospitality Video Guide II – Places Hospitality Video Guide III – Things to do Assignment: Final Project Work	8

Test di valutazione

Disponibilità (dal/al)		Argomento
28/04/2025	28/04/2025	Test di valutazione finale erogato in aula