
Aims of the STEPS course

To improve performance in the workplace by:

- developing English language skills
- developing critical thinking skills
- increasing knowledge and understanding of governance and development.

What STEPS stands for

Skills

Through

English for

Public

Servants

Hours, days and weeks

- STEPS is a 4-week course.
- You study for 5 days each week (Monday to Friday).
- There are 6 hours of sessions a day.
- That makes 30 hours per week.
- That makes a course total of 120 hours.

Weeks 1 and 2

Week 1

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 to 10:30	Introductions	Describing economies (2)	Globalisation and the individual	Free trade	Microfinance
Break					
11:00 to 12:30	Indicators of economic development	Note-taking	Globalisation: advantages and disadvantages (1)	Globalisation and Sri Lankan industries Assessed writing	Who gets the loan?
Lunch					
1:30 to 3:30	Describing economies (1)	Winners and losers in economic development	Globalisation: advantages and disadvantages (2)	Changing world, changing roles	Tutorials
Break					
4:00 to 5:00	Consolidation	Consolidation	Consolidation	Consolidation	Consolidation

Week 2

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 to 10:30	What is conflict?	Conflict in the workplace (1)	Armed conflict and development	Consolidation: Effects of conflict	Conflict prevention
Break					
11:00 to 12:30	Conflict at home	Conflict in the workplace (2)	Armed conflict and children	Positive solutions	Formal letters Assessed writing
Lunch					
1:30 to 3:30	Migration	Whose side of the story?	Victims of conflict	Conflict resolution	Tutorials
Break					
4:00 to 5:00	Consolidation	Consolidation	Consolidation	Consolidation	Consolidation

Weeks 3 and 4

Week 3

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 to 10:30	The Millennium Development Goals	Millennium trends	Good governance	Education and independent learning	8:30–10:00 Urbanisation
Break					
11:00 to 12:30	Development interventions	Development assistance	Evaluating a proposal Assessed writing	Health	10:30–12:00 Health promotion
Lunch					
1:30 to 3:30	The plantation sector	Food security	Girls' education	Health and the MDGs	1:00–3:00 Tutorials
Break					
4:00 to 5:00	Consolidation	Consolidation	Consolidation	Consolidation	3:30–4:30 Consolidation

Week 4

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 to 10:30	Environmental issues	Fishing and farming Assessed writing	Recovery	Tourism and the environment	8:30–10:00 Final assessment
Break					
11:00 to 12:30	Making recommendations	Disasters	Emergency preparedness	Ecotourism	10:30–12:00 Final assessment
Lunch					
1:30 to 3:30	The power station	Emergency relief	Disaster mitigation	Course review	1:00–3:00 Tutorials
Break					
4:00 to 5:00	Consolidation	Consolidation	Consolidation	Portfolio preparation	3:30–4:30 Consolidation

Consolidation sessions

There is a consolidation session each afternoon. In this session you can:

- study using English language reference books
- read and listen to English story books
- listen to cassettes and CDs to improve your listening and pronunciation skills
- work on your writing assignments.

The trainer's role is to guide you and help you to develop your study skills.

You should record the work that you do on your study record sheet.

Tutorials

Every Friday afternoon there is a session called 'Tutorials'.

Every participant will meet their trainer individually for 10 minutes.

In the tutorial, your trainer will:

- ask you about your progress on the course
- ask you about any problems or difficulties
- advise you about your studying
- check your file and the work you have done.

During this session, you will also work on consolidation exercises from the week's sessions.

Skills development

Spoken English

Your spoken English will be continuously assessed by your trainer during sessions and tutorials.

Writing

You will complete six written assignments to be assessed by your trainer. It is important that the assignments are handed in on time.

Writing task	First draft due	Second draft due
introductory	first day (timed assignment)	
week 1	week 1, day 4	week 2, day 2
week 2	week 2, day 5	week 3, day 2
week 3	week 3, day 4	week 4, day 1
week 4	week 4, day 2	week 4, day 3
final	final day (timed assignment)	

Critical thinking

Critical thinking skills will be assessed by your trainer as you carry out activities during sessions and in discussions during tutorials.

Participation and effort

Your trainers will give you a grade for participation and effort.

For a good grade, you should:

- participate well in all sessions
- complete all homework tasks
- work well with other participants, sharing skills and asking for help when necessary
- respond to trainer’s advice.

Grade 1	Unsatisfactory	FAIL
Grade 2	Satisfactory	PASS
Grade 3	Good	PASS
Grade 4	Excellent	PASS

Files

- Your file is a record of the work you do on the STEPS course.
- Your file is evidence of your organisational skills, so you should keep it in good order.
- Your trainer will check your file at each tutorial session.
- You must show your file to your department head when you return to your workplace.

Certificate and attendance letter

Certificate

All participants who successfully complete the course will receive a certificate.

Attendance letter

After the course, your head of department will receive a letter. The letter will explain about the STEPS course and show your grade and attendance.