Training course for technical, administrative, and library staff
Academic year 2025/2026

LEAP – Language Enhancement for Administrative Professionals

<u>COURSE 1- INTERMEDIATE</u>
Instructor: Martin Harper
Duration of the course: 30 hours + 3 hours for final exam

Schedule

Date	Time	Hours	Method	
Thursday, 12 February 2026	12:00 — 15:00	3	in-person only	Yellow Classroom, "Polo Pantaleoni"
Thursday, 19 February 2026	12:00 — 15:00	3	in-person only	Classroom 11, Via Don Minzoni
Thursday, 26 February 2026	12:00 — 15:00	3	in-person only	Yellow Classroom, "Polo Pantaleoni"
Thursday, 5 March 2026	12:00 — 15:00	3	online	LEAP Course- Course 1 | CLA language training | Microsoft Teams
Thursday, 12 March 2026	12:00 — 15:00	3	online	
Thursday, 19 March 2026	12:00 — 15:00	3	online	
Thursday, 26 March 2026	12:00 — 15:00	3	online	
Thursday, 9 April 2026	12:00 — 15:00	3	online	
Thursday, 16 April 2026	12:00 — 15:00	3	online	
Thursday, 23 April 2026	12:00 — 15:00	3	online	
	Total	30		
Final exam: Wednesday, 29 April 2026, 12:00 — 15:00			online	LEAP Course- Course 1 | CLA language training | Microsoft Teams

Info:
http://cla.unimc.it/en/courses/training-courses-for-technical-administrative-and-library-staff-tab/academic-year-2025-2026

(Last Updated on 6 February 2026)