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

LEAP – Language Enhancement for Administrative Professionals

COURSE 2 - ADVANCED
Instructor: Martin Harper
Duration of the course: 30 hours + 3 hours for final exam

Schedule

Date	Time	Hours	Method	
Friday, 13 February 2026	12:00 — 15:00	3	in-person only	Yellow Classroom "Polo Pantaleoni"
Friday, 20 February 2026	12:00 — 15:00	3	in-person only	Yellow Classroom "Polo Pantaleoni"
Friday, 27 February 2026	12:00 — 15:00	3	in-person only	Yellow Classroom, "Polo Pantaleoni"
Friday, 6 March 2026	12:00 — 15:00	3	online	LEAP Course- Course 2	CLA language training	Microsoft Teams
Friday, 13 March 2026	12:00 — 15:00	3	online	
Friday, 20 March 2026	12:00 — 15:00	3	online	
Friday, 27 March 2026	12:00 — 15:00	3	online	
Friday, 10 April 2026	12:00 — 15:00	3	online	
Friday, 17 April 2026	12:00 — 15:00	3	online	
Friday, 24 April 2026	12:00 — 15:00	3	online	
	Total	30		
Final exam: Thursday, 30 April 2026, 12:00 — 15:00			online	LEAP Course- Course 2	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

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