

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

**LEAP – Language Enhancement for Administrative Professionals**

**COURSE 3 - BEGINNERS**

Instructor: Rebecca Jane O’Doherty

Duration of the course: 30 hours + 3 hours for final exam

Schedule

| Date                                               | Time          | Hours | Method         |                                                                                               |
|----------------------------------------------------|---------------|-------|----------------|-----------------------------------------------------------------------------------------------|
| Wednesday, 15 April 2026                           | 12:00 — 15:00 | 3     | online         | <a href="#">LEAP Corso 3 BASE aa 2025-2026   CLA formazione linguistica   Microsoft Teams</a> |
| Wednesday, 22 April 2026                           | 12:00 — 15:00 | 3     | in-person only | Yellow Classroom “Polo Pantaleoni”                                                            |
| Wednesday, 29 April 2026                           | 12:00 — 15:00 | 3     | in-person only | Yellow Classroom, “Polo Pantaleoni”                                                           |
| Wednesday, 6 May 2026                              | 12:00 — 15:00 | 3     | in-person only | Yellow Classroom, “Polo Pantaleoni”                                                           |
| Wednesday, 13 May 2026                             | 12:00 — 15:00 | 3     | online         | <a href="#">LEAP Corso 3 BASE aa 2025-2026   CLA formazione linguistica   Microsoft Teams</a> |
| Wednesday, 20 May 2026                             | 12:00 — 15:00 | 3     | online         |                                                                                               |
| Wednesday, 27 May 2026                             | 12:00 — 15:00 | 3     | online         |                                                                                               |
| Wednesday, 03 June 2026                            | 12:00 — 15:00 | 3     | online         |                                                                                               |
| Wednesday, 10 June 2026                            | 12:00 — 15:00 | 3     | online         |                                                                                               |
| Wednesday, 17 June 2026                            | 12:00 — 15:00 | 3     | online         |                                                                                               |
|                                                    | Total         | 30    |                |                                                                                               |
| Final exam: Wednesday, 24 June 2026, 12:00 — 15:00 |               |       | online         | <a href="#">LEAP Corso 3 BASE aa 2025-2026   CLA formazione linguistica   Microsoft Teams</a> |

Info:

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

(Last Updated on 25 February 2026)