

PAUL TALBOT, BA (Hon), MSc

TRAINING AND CONSULTING | ENGLISH LANGUAGE COMMUNICATIONS

Passionate, entrepreneurially-minded training and consulting professional with a core focus on English language communications. Combines practical training and facilitating experience with strong project management, research and leadership abilities. Interested in new partnerships and opportunities for collaboration in training delivery, programme management, needs analysis, content and assessment design, and trainer development.

RELEVANT SKILLS / EXPERIENCE

Training, Course Development and Assessment

- Over 10 years' training experience in higher education, corporate and government contexts
- Developed content for niche learning contexts (prison education, government communication)
- Led specialised 1:1 coaching and intensive seminars for higher education professionals, political representatives, government agencies and policy think-tanks
- Direct experience as a lecturer at public universities and universities of applied sciences
- Designed formal language assessment tools (including for the Austrian Diplomatic Service)

Presenting and Public Speaking

- Spoke at conferences and workshops across Europe, including several keynote addresses
- Moderated workshops in areas ranging from education to nuclear and aviation security
- Reached Austrian national public speaking finals (Toastmaster's International™)

Educational Leadership and Project Management

- Coordinated transnational, multilateral European projects in education and training
- Developed organisational strategic plan for a European education NGO
- Vice-President for Education (2018-19) for a Vienna-based Toastmasters™ club
- Acquired over €1.5 million grant funding for EU education and training projects (2011-2015)
- Advised education stakeholders on EU grant development and project management

Research and Needs Analysis

- Utilised corpus linguistics and qualitative tools to conduct analytical needs assessments
- Ongoing PhD research on ESP needs analysis, task performance and professional genres

CAREER HISTORY

Self-Employed, Vienna / 2016 – Present

English Communications Trainer / Translator and Editor / Workshop Facilitator / Consultant
Clients include: *FH der BFI; Federal Administrative Academy; Austrian Foundation for Development Research; World Institute for Nuclear Security; Members of Parliament / Parliamentary Staff*

Various Higher Education Institutions, Vienna and Eastern Austria / 2016 – Present

Sessional Lecturer – International English Communication

- FH Burgenland: Media and Communications (2018-)
- FH Campus Wien: International Public Administration (2017-)
- FH Wien: Sales and Marketing, Tourism Management, Entrepreneurship (2017-)
- University of Vienna Faculty of Physics: English for Academic Purposes (2017-2019)
- University of Vienna Language Centre: English for Specific Purposes / Examiner (2016-)

Department for Education (DfE), London / 2015 – 2016

Executive Officer in Ministerial Private Office Correspondence Management

- Reviewing and drafting correspondence on behalf of multiple government ministers
- Formulating responses in light of fast-changing and often sensitive public policy contexts

European Prison Education Association, Europe-Wide (Part-Time Voluntary) / 2014 – 2019

Steering Committee member for Project Management and Strategic Development

die Berater Unternehmensberatung, Vienna / 2011 – 2015

English Communications Trainer / European Project Manager and Consultant

- Developing and writing bids for European projects in education and justice fields
- Managing projects and consulting on European project management
- English training for corporate and labour-market service clients

Self-Employed, Vienna / 2008 – 2011

English Communications Trainer / Translator and Editor



CONTACT

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EDUCATION

University of Vienna / Currently Ongoing
PhD in English and American Studies

University of London / 2010 – 2014
MSc in Public Policy and Management

University of Kent / 2005 – 2008
BA (Hons) in Law and Criminology

RELATED TRAINING & DEVELOPMENT

University of Birmingham / 2019
Corpus Linguistics Summer School

International House Buenos Aires / 2018
Cambridge DELTA (Module 2)

UK Open University / 2012
Project Management (MSc. Module)

Concorde International, UK / 2008
Cambridge CELTA

IT SKILLS

Word ●●●	Excel ●●●
PowerPoint ●●●	Moodle ●●●
Corpus Analysis ●●○	Digital Media ●●○

LANGUAGE SKILLS

English (Native) | German (C1)

SELECTED REFERENCES

Monica Melega - English Coordinator
University of Vienna Language Centre
monica.melega@univie.ac.at

Marie Deissl O'Meara – Academic Coordinator
University of Applied Sciences Burgenland
marie.deissl-omeara@fh-burgenland.at

Client references available upon request