



COMEFICA ELLA e-learning & coaching services

The COMEFICA ELLA partnership offers tools and complementary services.

Since 1988, COMEFICA has been specialising in the management of training projects and the coaching of users and learners, and has also been marketing 'e-learning and coaching' solutions internationally.

Located on the Louvain-la-Neuve university campus, ELLA publishes e-learning content – it was created by a group of linguistics experts who have been active for more than 25 years.

A unique educational method

The ELLA dynamic interactive method is based on two essential learning principles:

L'immersion : les compétences linguistiques sont développées et consolidées par le recours intensif à des animations multimédia exposant la vie réelle, enregistrées exclusivement par locuteurs natifs. Les étudiants pratiquent la langue-cible dans divers contextes d'affaires, rattachés à des situations réelles.

L'étude en spirale : chaque sujet est introduit progressivement, revu à plusieurs reprises et signalé tout au long du cours. En utilisant cette méthode, les étudiants progressent à leur propre rythme, apprennent à comprendre des locuteurs natifs, à améliorer leur prononciation et assimilent le vocabulaire ainsi que la grammaire de la langue cible.

An 100% web-based learning platform

No software is required (except for the Flash plug-in), whether it is on a company network or at home. What is more, we offer you total flexibility thanks to multiplatform compatibility: Firefox or Internet Explorer in a Windows, Mac or Linux environment.

Exclusive functionalities

Reporting System: an online interface where those in charge of training and coaches are able to follow the progress of each learner within a group or individually.

Cross Language System: makes it possible to obtain translations and explanations for each target language in the mother tongue (French, Dutch, English, Spanish and German).

My Results: the tool that enables every student to measure his or her personal progress, whereby all results are recorded in real time.

Load&Learn: avoid wasting time on administrative tasks; each learner can easily register thanks to the Load&Learn system and is automatically integrated into the company's reporting.

2 video readers and multimedia proprietors for language learning: they allow breaks between sequences, the addition of subtitles in the mother tongue or in the target language, the launching of lexical sheets on the main key words and expressions to know more.

Justify: each answer is explained separately if enlightenment proves necessary.

Bluevoice: sign up and compare your pronunciation to that of the model.

A library with virtually unlimited content

The ELLA platform offers thousands of hours of learning and its content is continuously added to. Each and every update is immediately accessible to all.

The vast range of lessons is structured according to the main aspects of the language:

The **Business lessons** are focused on the language of meetings and negotiations. The accent is placed on the acquisition and use of the key phrases required for efficient communication, as well as on the development of listening skills.

Communication and Vocabulary lessons enable learners to practice in depth both speaking and writing in daily and professional contexts, with over 7,000 words and expressions.

Grammar lessons help learners to become competent in a range of communication situations. Over 5,000 rules and fully interactive exercises are available.

Points of View are exclusive video lessons aimed at helping learners to express their ideas and to develop a convincing argument in a foreign language when confronted with real situations. The content is based on the European levels (European Common Reference Framework for Languages), from level A1 to level C1.

Our services

'100% e-learning' solution

A cost-effective, large-scale e-learning solution

The 100% e-learning solution includes:

- a personal login and password for each student
- easy web access to our learning platform
- a very flexible offer in terms of license pricing
- full support with the technical and pedagogical helpdesk

The five target languages are available to each learner (French, Dutch, German, Spanish, English)

All year-round training program for the student



Level test

The student begins with a **level test** for each of our modules. The system may then make recommendations (move up a level, start learning level A2, etc) but the student can still access all the content available.

Training

The student then selects a course using the interactive menu. He can make a choice by level or by topic, according to his needs.

Follow-up

At any time, **the student can monitor his progress** through the "My Results" tool, that records all the exercises completed.

Support and assistance

Each student has **various support systems** at his disposal: guided tours, a very complete user guide and a technical and pedagogical helpdesk, contactable by e-mail. We usually reply within 24 working hours in one of ELLA®'s five working languages.

Training management on the HR side

Registration & administration

We have automated registration procedures and offer the option to integrate ELLA's logon on your corporate Intranet, Extranet or learning platform.

Reporting tool

HR managers can track the use of ELLA easily with our reporting tool.

Motivation Mailing System

ELLA has a fully customizable mailing system, very helpful in keeping students motivated throughout their training.

Courses by telephone (course defined in accordance with each student's needs)



Example of standard session:

- The instructor contacts the student, tests their skills, agrees on the content of the courses and terms tailored to the student's needs and preferences
- The instructor calls the student on their landline, in accordance with the agreed schedule
- Each month the instructor draws up an activity report

Course session by telephone: 30-minute sessions.

Courses are spread over a period of 3 to 6 months, as selected by the student and their constraints.

E-learning + courses by telephone

Depending on the case, the instructor adapts their courses to the e-learning content and/or suggests content that meets the student's needs.

Standard session: 30-min classes.

Courses are spread over a period of 3 to 6 months, as selected by the student, in accordance with their constraints.

Educational coaching (option)

Detailed analysis of the work accomplished in the e-learning content, identification of strong and weak points, recommendations, study guidance on the e-learning platform.

Communication through internal e-mail on the e-learning platform, answers to questions by students, sending/correction of exercises, etc.

Request to pursue the effort methodically and with motivation.

1 hour per month in the session dedicated to the course by telephone - 3 to 6 months,

Face-to-face classes / virtual classroom

Individual course/group course, 6 persons maximum - 20 sessions of minimum 60 minutes.

Preparation work if it proves to be necessary, e.g., elaboration of specific content (we invoice in line with the work actually carried out).

Seminars

Seminars in the target language, associating **language classes** and professional case simulations

These seminars are given by professional instructors

- public speaking;
- presentation techniques;
- communication techniques;
- sales techniques;
- team management;
- financial audit;
- etc.

Specific courses are available: face-to-face/virtual classroom.