EMILE ALEXANDER DODDS

PRIMARY SKILLS

Corporate English & Soft Skills Training

Educational Consulting and Management

eLearning Materials Development

CONTACT

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ABOUT ME

I have over 25 years of experience in teaching and corporate training, specialising in English training. I also have over 20 years of experience in the eLearning industry, specifically in course design and content development. I am Director of Caledonia Language and Training Services Sdn Bhd, a company that I founded in 2019. I have lived in Malaysia since 1997.

PAPER QUALIFICATIONS

TEFL Certification, Teacher Training International, London
Electronic Engineering (B.Eng Honours), University of Bristol

WORK EXPERIENCE

Year	Organisation
2019 – pres.	Caledonia Sdn Bhd
	Management/Training/Design
2016–2019	Learning Port, Malaysia
	Management/Design
2004–2016	Internexia, Malaysia
	Training /Project Work/Design
2002-2003	HELP Institute, Malaysia
	Teaching/Training/Management
1997-2002	ELS International, Malaysia
	Teaching/Training/Management
1996-1997	Blue Harvest, Singapore
	Teaching/Training
1996	Evendine College, London
	Teaching/Training
1995-1996	English House, Izmir, Turkey
	Teaching/Training
1993	Blaj High School, Romania
	Teaching/Training

Current Role/Recent Work

I have recently finished a carrying out a two-year contract with Bank Islam Malaysia Bhd and a one-year contract with the Finance Accreditation Agency (FAA). During this period, through my company, Caledonia Language and Training Services Sdn Bhd, I provided training in English, customer service, TTT (Train-the-trainer) and soft skills and also assisted with eLearning storyboards and design, promotional events and editing.

Skills

- Language training/Lecturing
- Corporate training
- Instructional design
- Project management
- Product development
- Programming
- Client servicing
- R&D (educational technology)
- Writing and content development
- QA and editing

Writing/Publishing/Web Publishing

Books:

'From Manglish to English' (ISBN-10: 9679788377)

Other writing:

Developing Business English and Children's English modules
Developing rich e-learning content
Writing articles for various websites
Personal websites reaching thousands of visitors per day
Social media accounts with 70,000+ followers

Computer Skills

Experienced in the use of: Microsoft Office Products, HTML5/Javascript/CSS, PHP/MySQL, Java, Articulate Storyline, various courseware and authorware.

Experience in Detail

Teaching

- Business English
- ESL, all levels, aligned to CEFR
- IELTS
- Various college courses, such as critical thinking, computer skills and scriptwriting
- Worked with students of all ages, nationalities

Corporate/Other Training

- Business English for all levels of staff
- Teacher training, TTT (train-the-trainer)
- Customer service
- Worked with established corporate clients such as Bank Negara, Shell, Canon, IBM, CIMB, Standard Chartered, MDeC, AIA, HSBC, Malaysian Ministry of Education, Bank Islam
- Provided bespoke training programmes for high value clients
- Delivered training programmes in private institutions, tertiary level institutions and corporate entities
- Communication skills and other soft skills
- Worked with various government entities to train unemployed graduates
- Gave seminars/presentations at various conferences, locally and internationally

eLearning

- Designed and supervised production of an APICTA award-winning Business English e-learning programme, 'Summertown'
- Designed and supervised production of e-learning content for the Malaysian school curriculum
- Designed various educational games, apps and learning objects
- Researched and developed prototypes of various educational technologies, especially HTML5 and mobile e-learning technologies
- Worked with Learning Management Systems and SCORM
- Developed language tests
- Wrote content for various e-learning programmes
- Edited and provided QA for e-learning content

Management

- Managed a department of 6-12 people of various nationalities
- Assisted in the running of a language centre
- Helped set up language department in college
- Project management of design projects and large-scale training programmes
- Managed training teams
- Managed clients