



ETSEAMN
INTERNATIONAL

ETSEAMN STAFF TRAINING PROGRAMME

10th SSS VALENCIA

22.04.2024 - 26.04.2024

International Staff Training Week

for Support Services Staff

A unique Job Shadowing and Training Event



UNIVERSITAT
POLITÈCNICA
DE VALÈNCIA



Escola Tècnica Superior
d'Enginyeria Agronòmica
i del Medi Natural

ETSEAMN STAFF TRAINING PROGRAMME

Providing key skills for University Staff

10th SSS VALENCIA

International Staff Training Week
for Support Service Staff

A unique Job Shadowing and Training Event



ETSEAMN
INTERNATIONAL

View our Videoclip: 

DESCRIPTION

SSS Valencia is a five-day international staff training week that aims to improve the key professional skills of Administration Staff from Higher Education Institutions. Participants will have the opportunity to work on their technical and social abilities in an authentic international setting.

INTENDED OUTCOMES

Upon completing the course, participants will have strengthened their communication and team-work skills, and increased their competence in the management of University Administration tasks.

EVENT STRUCTURE

The event lasts **25 hours**, divided into five hours of work sessions per day.
Fees: 400 € per person, including work materials, welcome *paella* meal, and farewell lunch.

EVENT COORDINATOR

Prof. Vicente Castell, Head of International Relations ETSEAMN.
Claudio Benavent, IRO ETSEAMN.
Elena Betés, International Officer ETSEAMN. Coaches and Lecturers are qualified Staff and Faculty from different UPV Schools and Departments.

COACHING AND TRAINING METHODS

Small work groups will be created along the scheduled activities. Sessions involve specific job shadowing (welcome services, facility management, post services, academic information and web resources among others), and topic-oriented coaching workshops.

DATES AND LOCATION

Monday, 22.04.24 to Friday, 26.04.24

Place: ETS Ingeniería Agronómica y del Medio Natural (ETSEAMN). Universitat Politècnica de València (UPV). Camí de Vera s/n. 46022 València, Spain.

TRAVEL, LIVING AND ACCOMODATION EXPENSES

Participants are expected to obtain *Erasmus+ Staff Mobility* grants from their home Institutions. The ETSEAMN will assist with booking accommodation.

INFORMATION

Registration deadline: 22nd March 2024
Fee payment deadline: 12nd April 2023
Maximum number of participants: 100
Cancellation policy: no registration fees will be refunded within 15 days prior to the start of the course.
Registration link:
<https://forms.gle/AWMxFEpksX1SysJi9>

ETSEAMN STAFF TRAINING PROGRAMME

Providing key skills for University Staff

10th SSS VALENCIA

International Staff Training Week
for Support Service Staff

A unique Job Shadowing and Training Event



TIMETABLE

	Monday	Tuesday	Wednesday	Thursday	Friday
9:30	Introduction(1)	Good-morning Meeting (2)	Good-morning Meeting	Good-morning Meeting	Good-morning Meeting
10:15	Job Shadowing (3)	Job Shadowing	Job Shadowing	Job Shadowing	Job Shadowing
11:15	Break	Break	Break	Break	Break
12:00	Coaching Workshop (4)	Coaching Workshop	Coaching Workshop	Coaching Workshop	Coaching Workshop
14:30	Welcome Lunch	End of session	End of session	End of session	Farewell Lunch
15:30	End of session				End of session

- 1) UPV basic information, participants welcome and program description
- 2) Introduction of selected SSS topics for a brief monitored open debate
- 3) Five groups of participants will be created. Every group will be visiting five different SSS host teams over the week, each of them focusing on different administrative tasks and topics: Housekeeping, Facility Management Welcome Services, Info Resources and Post Services, Catering Facilities, Student Dorms
- 4) Three groups of participants will be created for joining one of the following workshops: A Mediterranean View, Spanish Food & Culture and Mediterranean Lifestyle.

ETSEAMN STAFF TRAINING PROGRAMME

Providing key skills for University Staff

10th SSS VALENCIA

International Staff Training Week
for Support Services Staff

A unique Job Shadowing and Training Event



GOOD-MORNING MEETINGS

Topic-oriented seminars for International Officers/Coordinators

1. The upload/download Paradise
2. First give then take
3. The role of the International Officer
4. Reliable Partnerships

COACHING WORKSHOPS (workshop offer may vary upon staff availability)

Coaching Workshop I: A Mediterranean View / Mediterranean Lifestyle (Discover Valencia)

Reinforcing communication, creativity, teamwork among participants organized in small work groups for a challenging interactive development in a topic not directly related to their daily activities.

Discovering hidden places of Valencia, establishing a topic connection among them.

Enjoy Mediterranean life as the locals do. You will use your five senses to experience the most interesting places in Valencia. Each day you will participate in a different aspect of Spanish life. See where they work, shop, eat, relax and have fun.

You will walk off the beaten path along quaint streets and open spaces, sit at bright terraces and shade yourself under 100 year old trees.

Join us and some of the cities best kept secrets will be revealed to you!

Coaching Workshop II: Spanish Food & Culture

Enhancing socio-cultural, leadership, product design and project management competences among participants organized in small work groups for a joint project in a topic not directly related to their daily activities: Spanish Food & Culture.

Coaching cases: culture at the table, culture of the street markets, culture and cuisine, wine & culture. Learning from professionals and sector stakeholders and creating a competitive and marketable start-up product.

You will walk off the beaten path along quaint streets and open spaces, sit at bright terraces and shade yourself under 100 year old trees.

ETSEAMN STAFF TRAINING PROGRAMME

Providing key skills for University Staff

10th SSS VALENCIA

**International Staff Training Week
for Support Service Staff**

A unique Job Shadowing and Training Event



PROPOSED ACCOMMODATION

DAMIA BONET RESIDENCE HALL – Very close to the UPV campus.

<http://www.resa.es/eng/Residences/Damia-Bonet> Phone: +34-962 050 500

ILUNION AQUA 4 – *Ciudad de las Artes*, 15 min bus lift to UPV or downtown

<https://en.ilunionaqua4.com/aq> Phone: +34 963 18 71 00

HOSTAL VENECIA – Plaza del Ayuntamiento - Downtown 15 min bus lift to UPV

<https://www.hotelvenecia.com/en/> Phone: +34 963 52 42 67

