



ETSEAMN
INTERNATIONAL

ETSEAMN STAFF TRAINING PROGRAM

11th SSS VALENCIA

05.05.2025 - 09.05.2025

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

11th SSS VALENCIA

International Staff Training Week
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INTERNATIONAL

View our videoclips: 

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 teamwork skills, and increased their competence in the management of University Support Services tasks.

EVENT STRUCTURE

The event lasts **25 hours**, divided into five hours of work sessions per day.
Fees: 420 € per person, including work materials, welcome *paella* meal, and farewell lunch.

EVENT COORDINATOR

Prof. Dr. Vicente Castell, Head of IRO ETSEAMN

Claudio Benavent, International Officer IRO ETSEAMN

Elena Betés, Staff Training Programs Specialist IRO 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, 05.05.25 to Friday, 09.05.25

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.

INFORMATION

Pre-registration deadline: 21st March 2025

Fee payment deadline: 7th April 2025

Maximum number of participants: 100

Cancellation policy: no registration fees will be refunded within 15 days prior to the start of the course.

Pre-registration link:

<https://forms.gle/g4pJQFFUgxVU3p1z8>

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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 (5)	End of session	End of session	End of session	Farewell Lunch (6)
15:30	End of session				End of session

- 1) Introduction:** UPV basic information, participants welcome and program description
- 2) Good-morning Meeting:** Introduction of selected SSS topics for a brief monitored open debate
- 3) Job Shadowing:** 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, WelcomeServices, Info Resources and PostServices, Catering Facilities, Student Dorms
- 4) Coaching Workshop:** Three groups of participants will be created for joining one of the following workshops: Mediterranean Lifestyle and Spanish Food & Culture
- 5) Official Welcome Lunch,** followed by a Courtesy `Paella´ meal
- 6) Courtesy Farewell Lunch**

ETSEAMN STAFF TRAINING PROGRAMME

Providing key skills for University Staff

7th UFM VALENCIA

Internationalization & Benchmarking in University Financial Administration

Building advanced competences for Financial Officers



GOOD-MORNING MEETINGS

Topic-oriented seminars for International Officers/Coordinators

COACHING WORKSHOPS

- Coaching Workshop I: *Mediterranean Lifestyle*

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.

- 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.

View our videoclips:



Enjoy the Experience!



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