



**ETSEAMN**  
INTERNATIONAL

# ETSEAMN STAFF TRAINING PROGRAMME

**16th ADM VALENCIA**

27.05.2024 - 31.05.2024

**Administration Staff**

**A unique Job Shadowing and Training Event**



UNIVERSITAT  
POLITÈCNICA  
DE VALÈNCIA



Escola Tècnica Superior  
d'Enginyeria Agronòmica  
i del Medi Natural

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Providing key skills for University Staff

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### DESCRIPTION

ADM 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 (student affairs, human resources, finances and accountancy, accreditation and quality, institutional communication, among others), applied language and IT training, and topic-oriented coaching workshops.

### DATES AND LOCATION

**Monday, 27.05.24 to Friday, 31.05.24**  
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: 27<sup>th</sup> April 2024**  
**Fee payment deadline: 17<sup>th</sup> May 2024**  
Maximum number of participants: 300  
**Cancellation policy:** no registration fees will be refunded within 15 days prior to the start of the course.  
**Registration link:**  
<https://forms.gle/AWMxFEpksX1SysJi9>

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## TIMETABLE

	Monday		Tuesday		Wednesday		Thursday		Friday	
8:30	Introduction		Good-morning Meeting (5)		Good-morning Meeting (5)		Good-morning Meeting (5)		Good-morning Meeting (5)	
09:15	Job Shadowing (1)	Training Course (2)	Job Shadowing (1)	Training Course (2)	Job Shadowing (1)	Training Course (2)	Job Shadowing (1)	Training Course (2)	Job Shadowing (1)	Training Course (2)
10:15	Training Course (2)	Job Shadowing (1)	Training Course (2)	Job Shadowing (1)	Training Course (2)	Job Shadowing (1)	Training Course (2)	Job Shadowing (1)	Training Course (2)	Job Shadowing (1)
11:15	Break		Break		Break		Break		Break	
12:00	Coaching Workshop (3)		Coaching Workshop (3)		Coaching Workshop (3)		Coaching Workshop (3)		Coaching Workshop (3)	
14:30	Welcome Lunch (4)		End of session		End of session		End of session		Farewell Lunch (4)	
15:30	End of session								End of session	

- (1) Ten groups of participants will be created. Every group will be visiting five different ADM host teams over the week, each of them focusing on different administrative tasks and topics: student services, human resources, finances and accountancy, quality and accreditation, institutional communication.
- (2) Ten groups of participants will be created for joining one of the following courses: Spanish for Beginners (4 groups), English for University Staff- level B2 (4 groups) and Applied IT Tools for University Staff (2 groups)
- (3) Ten groups of participants will be created for joining one of the following workshops: A Mediterranean View, Spanish Food & Culture and Mediterranean Lifestyle.
- (4) Official Welcome, followed by a Courtesy Paella Meal
- (5) Introduction of selected ADM topics for a brief monitored open debate
- (6) Courtesy Farewell Lunch.

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## 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

## TRAINING COURSES (course offer may vary upon staff availability)

### Language Training: *Spanish for Beginners*

*Spanish for Beginners* is an intensive five-hour crash course that aims to enhance the very basic communication skills of its participants. Sessions involve extremely applied oral and written language training, combining both individual and team work tasks.

### Language Training: **English for University Staff- level B2**

English for University Staff – level B2 is an intensive five-hour course that aims to enhance the fluency of its participants. They will have the opportunity to work on their oral communication skills through specific learning tasks, vocabulary-building and pronunciation exercises.

### IT Training: *Applied IT Tools for University Staff*

Applied IT Tools for University Staff is an intensive five-hour course that aims to give training in applied operative in two different areas:

1. Awareness about hidden risks for the unaware Internet users, with special focus on privacy
2. Helping you to create stunning presentations: discover the magnificent and attractive Prezi tool to make striking presentations beyond the traditional and sometimes boring PowerPoint framework

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### 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. Coaching cases: Discover Valencia through smell, touch, taste, sound and feel.

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.

### 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

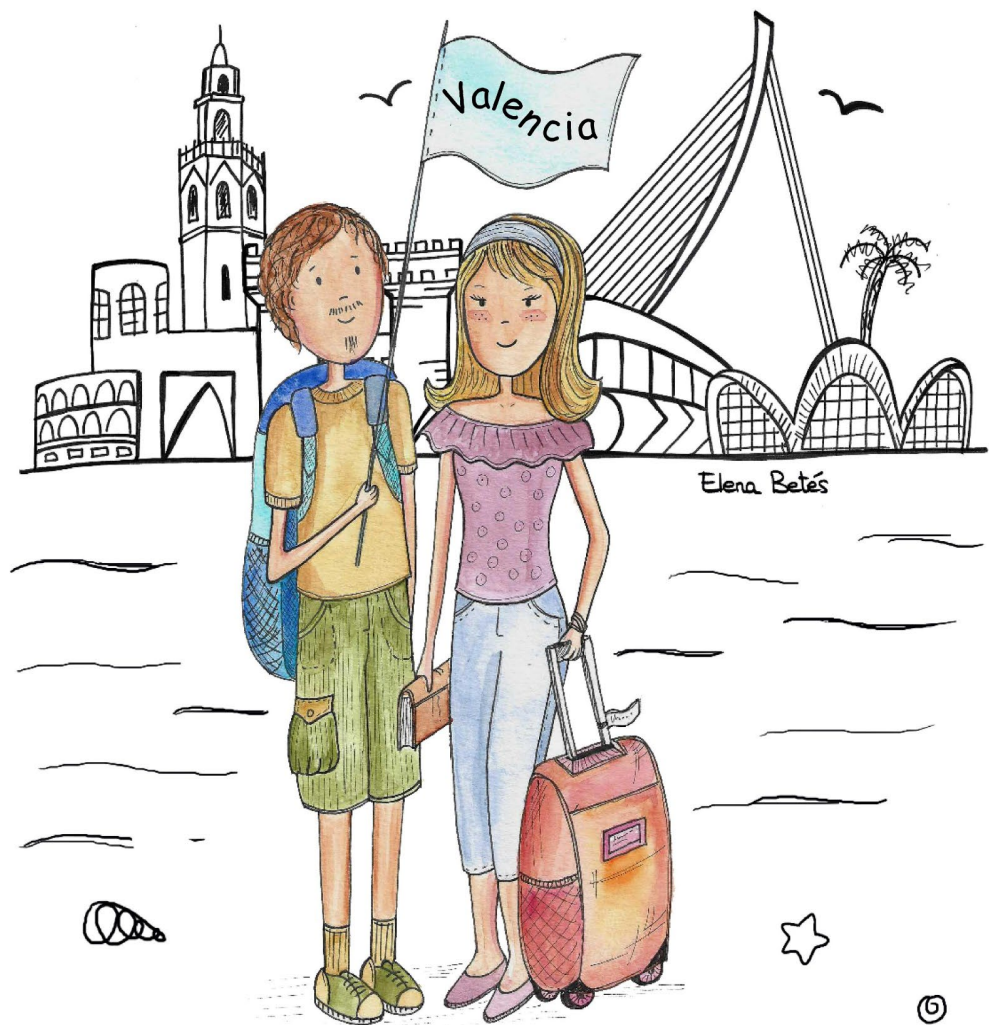
<https://en.ilunionaqua4.com/aq> Phone: +34 963 18 71 00

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

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

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# Enjoy the Experience!



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