



ETSEAMN
INTERNATIONAL

ETSEAMN STAFF TRAINING PROGRAM

17th ADM VALENCIA

25.11.2024 - 29.11.2024

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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View our videoclips:  

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: 425 € 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 (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, 25.11.24 to Friday, 29.11.24

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.

INFORMATION

Pre-registration deadline: 25th October 2024

Fee payment deadline: 11th November 2024

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
8:30	Introduction	Good-morning Meeting (5)	Good-morning Meeting	Good-morning Meeting	Good-morning Meeting
09:15	Job Shadowing (1)	Job Shadowing	Job Shadowing	Job Shadowing	Job Shadowing
10:30	Training Course (2)	Training Course	Training Course	Training Course	Training Course
11:45	Break	Break	Break	Break	Break
12:30	Coaching Workshop (3)	Coaching Workshop	Coaching Workshop	Coaching Workshop	Coaching Workshop
15:00	Welcome Lunch (4)	End of session	End of session	End of session	Farewell Lunch (6)
16:00	End of session				End of session

- (1) **Job Shadowing:** Five 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) **Training Course:** Three groups of participants will be created for joining one of the following courses: Spanish for Beginners (1 group), English for University Staff- level B2 (1 group) and Applied IT Tools for University Staff (1 group)
- (3) **Coaching Workshop:** Five groups of participants will be created for joining one of the following workshops: A Mediterranean Lifestyle and Spanish Food & Culture
- (4) **Official Welcome Lunch**, followed by a Courtesy 'Paella' meal
- (5) **Introduction and Good-morning Meeting** 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

TRAINING COURSES (course offer may vary upon staff availability)

- Language Training: Spanish for Beginners
- Language Training: English for University Staff-level B2
- IT Training: Applied IT Tools for University Staff

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.

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Enjoy the Experience!



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