

# ETSIAMN STAFF TRAINING PROGRAMME

## Providing key skills for University Staff

### 1<sup>st</sup> UFM VALENCIA

## University Financial Management & Administration

Building advanced competences for Financial Officers



#### Description

*UFM Valencia* is a **two-day** international **training, job shadowing and team building** event that aims to improve the key professional skills of Financial Officers from ETSIAMN Partner Institutions. It is mainly addressed to **teams of officers** looking for a training experience together abroad.

#### Intended outcomes

Upon completing the course, participants will have strengthened their planning, leadership, management, team-building and decision-making skills, and increased their competence in University Financial Management & Administration, both at institutional and personal level.

#### Event structure

The event lasts 8 hours, divided into four hours of work sessions per day. Fees: 240 € per person, including work materials, welcome *paella* meal and farewell lunch.

#### Event coordinator

Prof. Dr. Francisco Rovira, Head of International Relations ETSIAMN. Coaches and Lecturers are qualified Staff and Faculty from UPV.

#### Coaching and training methods

Small work groups are created along the scheduled activities. Sessions involve specific coaching workshops, group dynamics, topic oriented seminars, open debate, team work, and a powerful human-based operative framework.

#### Dates and location

Tuesday, 24.04.18 to Wednesday, 25.04.18  
Place: *ETS Ingeniería Agronómica y del Medio Natural (ETSIAMN). Universitat Politècnica de València (UPV). Camino de Vera s/n. 46022 Valencia, Spain.*

#### Travel, living and accommodation expenses

As far as applicable, participants are expected to obtain *Erasmus+ mobility* grants from their home Institutions. The ETSIAMN will assist with booking accommodation.

#### Information

Please complete your registration form and return it to [cbenavent@upvnet.upv.es](mailto:cbenavent@upvnet.upv.es).  
Deadline: 24<sup>th</sup> March 2017  
Maximum number of participants: 40

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### Timetable

	Tuesday	Wednesday
09:00	Training & Job Shadowing (1)	Training & Job Shadowing
10:30	Break	Break
11:15	Training & Job Shadowing	Training course
13:00	Welcome Seminar (2)	Farewell Lunch (3)

(1) Participants will be attending four different Training and Job Shadowing sessions: EU project accounting and reporting. Relations with suppliers, purchase. Report of salaries. Financial Administration at School and Departmental level.

(2) Official Welcome, followed by a Courtesy Paella Meal

(3) Selection of Spanish *Tapas* and Open Bar

### Proposed accommodation - special rates for ETSIAMN guests - limited places

**HOTEL ASTORIA PALACE** – Valencia downtown

<http://www.ayrehoteles.com/hotel-astoria-palace/>

Double room for single use + buffet breakfast + taxes: approx. 90 €/night

**HOTEL NH LAS ARTES II** – *Ciudad de las Artes*, 10 min bus lift to UPV or downtown

<http://www.nh-hoteles.es/nh/es/hoteles/espana/valencia,-es/nh--las--artes-ii.html>

Double room for single use + buffet breakfast + taxes: approx. 70 €/night

**HOTEL BARCELÓ VALENCIA** - *Ciudad de las Artes*, 10 min bus lift to UPV or downtown

<https://www.barcelo.com/en-gb/hotels/spain/valencia/barcelo-valencia/>

[valencia@barcelo.com](mailto:valencia@barcelo.com). Phone: +34 96 330 63 44

Double room for single use + buffet breakfast + taxes: approx. 70 €/night

**DAMIA BONET RESIDENCE HALL** – Very closed to the UPV campus.

<http://www.resa.es/eng/Residences/Damia-Bonet>.

Double room apartment + continental breakfast + taxes: approx. 50 €/night