

ETSIAMN STAFF TRAINING PROGRAMME

Providing key skills for University Staff



3rd ADM VALENCIA

International Staff Training Week for Administration Staff

A unique Job Shadowing and Training Event

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: 350 € per person, including work materials, welcome paella meal, guided visit on the UPV campus, and farewell lunch. Extracurricular activities (not included in course fees): guided tour in old town Valencia, Spanish food cooking session and Valencia *Fallas* visit.

Event coordinator

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

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, 03.04.17 to Friday, 07.04.17

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

Participants are expected to obtain *Erasmus+ Staff 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

Deadline: 13th March 2017

Maximum number of participants: 60

ETSIAMN STAFF TRAINING PROGRAMME

Providing key skills for University Staff



3rd ADM VALENCIA

International Staff Training Week for Administration Staff

A unique Job Shadowing and Training Event

Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
08:30	Introduction	Good-morning Meeting (5)	Good-morning Meeting (5)	Good-morning Meeting (5)	Good-morning Meeting (5)
09:00	Job Shadowing Session (1)	Job Shadowing Session	Job Shadowing Session	Job Shadowing Session	Job Shadowing Session
10:30	Language/IT Training (2)	Language/IT Training	Language/IT Training (3)	Language/IT Training (3)	Language/IT Training (3)
11:15	Break	Break	Break	Break	Break
12:00	Coaching Workshop (3)	Coaching Workshop	Coaching Workshop	Coaching Workshop	Coaching Workshop
14:15	Welcome Seminar (4)	End of session	End of session	End of session	Farewell Event (6)
15:30	End of session				End of session
Optional extracurricular activities (not included in the event's fees) (7)					

- (1) Five groups of 10 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 and staff affairs, human resources, finances and accountancy, technology transfer, institutional communication.
- (2) Four groups of participants will be created FOR joining one of the following courses: *Spanish for Beginners* (3 groups)- *Applied IT Tools for University Staff* (1 group)
- (3) Four groups of participants will be created for joining one of the following workshops: *Photo & GIS in Valencia*, *Spanish Food & Culture*, *Falla Making*, or *Drawing Valencia*.
- (4) Official Welcome, followed by a Courtesy Paella Meal
- (5) Introduction of *selected ADM topics* for a brief monitored open debate
- (6) Conclusions and assessment of (1), (2) and (3), followed by a Courtesy Farewell Lunch
- (7) Mo - 16:00 Guided visit on the UPV campus (free of charge). Tu – 17:00 Guided Walk in Old Town Valencia (10-20 € per person depending on total number of participants). We – 18:00 Visit to the *Fallas Museum* and *Valencian Tapas Dinner* (25 € per participant). Th-20:00 Spanish food cooking session and dinner (30 € per participant).

ETSIAMN STAFF TRAINING PROGRAMME

Providing key skills for University Staff



3rd ADM VALENCIA

International Staff Training Week for Administration Staff

A unique Job Shadowing and Training Event

Extended programme description

Good-morning meetings: topic-oriented debate for Administration Staff

1. The Upload/Download Paradise
2. Unfriendly deadlines
3. Short-cutting through paperwork
4. The weight of numbers
5. Love and Quality Time

Coaching Workshop I: *Photo & GIS throughout Valencia*

Reinforcing communication, creativity, teamwork and IT-competences among participants organized in small work groups for a challenging interactive development in a topic not directly related to their daily activities: Mobile Applications and GIS systems.

Coaching case: discovering hidden places of Valencia, establishing a topic connection among them, capturing images with mobile devices, transferring them online to a server with the help of GIS software, and creating an interactive presentation with the selected materials.

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.

Coaching Workshop III: *Falla Making with Niall and Chris*

A great team building exercise where all the participants, supervised by a reputed award winning *Falla* maker and *Ninot* designer, will learn and demonstrate the key role of team work in their own Jobs.

Coaching cases: discovering something unique to Valencia (www.fallasfromvalencia.com) and learning how special and different the people and city are. Working with the traditional method of making the *Falla*: plaster, model, paint and decorate for a professional craft!

ETSIAMN STAFF TRAINING PROGRAMME

Providing key skills for University Staff



3rd ADM VALENCIA

International Staff Training Week for Administration Staff

A unique Job Shadowing and Training Event

Coaching Workshop IV: *Drawing Valencia*

A chance for improving spatial orientation, capacity for moving around in and reading the city through an amazing and extremely entertaining activity as drawing, which links built environment and experience with information and memories. Drawing is a way of discovering and revealing. Participants will be introduced to the city by an architect and urban planner, who will hand-draw, reveal cartographies and use map templates that will develop unexplored or forgotten skills and competences. Coaching cases: drawing the city using map templates; understanding the form of the city; detecting the most relevant transformations of the city; telling the city to the audience by drawing; designing topic- tours.

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

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 practical security mini-lab. 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

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

COLEGIO MAYOR GALILEO GALILEI – Right on the UPV campus

<http://www.galileogalilei.com/>

Single room + continental breakfast + taxes: approx. 50 €/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. 80 €/night