ETSIAMN STAFF TRAINING PROGRAMME
Providing key skills for University Staff

3rd UFM VALENCIA
Internationalization & Benchmarking in University Financial Administration
Building advanced competences for Financial Officers

Description

UFM Valencia is a ***three-day*** international ***training and job shadowing*** event that aims to improve the key professional skills of Financial Officers from ETSIAMN Partner Institutions. It is specifically addressed to ***teams of officers*** looking for an ***inspiring and motivating*** training experience ***abroad***.

Intended outcomes

Upon completing the course, participants will have strengthened their innovation, communication, and decision-making skills, reinforced their ***professional self-esteem***, and increased their competence in University Financial Management & Administration through ***benchmarking*** with ***international peers*** from other Institutions.

Event structure

The event lasts 15 hours, divided into five hours of work sessions per day. Fees: 380 € 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, 03.05.22 to Thursday, 05.05.22
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

Deadline: 04th April 2022
Maximum number of participants: 30.
Cancellation policy: no registration fees will be refunded within 30 days prior to the start of the course. The fees paid will be valid for any other course offered by the ETSIAMN International Staff Training during the following 12 months.
Registration link:
https://forms.gle/AWMxFEpksX1SysJi9

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Timetable

	Tuesday	Wednesday	Thursday
09:30	Introduction	Good-morning Meeting (5)	Good-morning Meeting
10:15	Training & Job Shadowing (1)	Training & Job Shadowing	Training & Job Shadowing
11:15	Break	Break	Break
12:00	Training Course (2)	Training Course	Training Course
13:00	Coaching Workshop (3)	Coaching Workshop	Coaching Workshop
14:45	Welcome Seminar (4)	End of session	Farewell Event (6)
16:00	End of session		End of session
Optional extracurricular activities (not included in the event´s fees) (7)			

(1) Two groups of participants will be created, each of them attending three different Training & Job Shadowing sessions: Financial Administration at School and Departmental level. Relations with suppliers, purchase. Report of salaries.
(2) Two groups of participants will be created for joining one of the following courses: *Paula's Seminars*, and *Spanish for Beginners*
(3) Two groups of participants will be created, each of them joining one of the following workshops: *Photo & GIS throughout Valencia* or *Spanish Food & Culture*
(4) Official Welcome, followed by a Courtesy Paella Meal
(5) Presentation of *selected Financial Administration* topics for monitored open debate
(6) Courtesy Farewell Lunch
(7) Tu – 17:00 Guided Walk in Old Town Valencia (20 € per participant). Th – 20:00 Tapas dinner (40 € per participant).

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Extended programme description

Good-morning meetings: topic-oriented seminars for Financial Officers/Administrators

1. The upload/download Paradise
2. Unfriendly deadlines
3. The face behind the number
4. Reliable Partnerships

Paula´s Seminars: monitored group dynamics in key interpersonal communication aspects

1. International management that produces real internationalization.
2. Making ends meet: managing people not files.
3. Dealing with clients and partners: complexes and prejudices.
4. Happy and confident at work.

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

Coaching Workshop I: *Photo & GIS throughout Valencia*

Reinforcing communication, creativity, team work and IT-competences through a challenging interactive task different to the Financial Officer´s usual ones: Mobile Applications and GIS systems.

Coaching case: discovering amazing hidden places of Valencia, establishing a topic connection among them, capturing images with the help of 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 through a project development far away from the Financial Officer´s framework: 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.

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Proposed accommodation - special rates for ETSIAMN guests - limited places

DAMIA BONET RESIDENCE HALL – Very closed 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