

# ETSIAMN STAFF TRAINING PROGRAMME

## Providing key skills for University Staff



### 5<sup>th</sup> 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: 380 € 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, 14.05.18 to Friday, 18.05.18

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

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](mailto:cbenavent@upvnet.upv.es)

Deadline: 18<sup>th</sup> April 2018

Maximum number of participants: 120

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#### 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)	
09:15	(1) Job Shadowing	Training course	Job Shadow.	Training course	Job Shadow.	Training course	Job Shadow.	Training course	Job Shadow.	Training course
10:15	(2) Training course	Job Shadowing	Training course	Job Shadow.	Training course	Job Shadow.	Training course	Job Shadow.	Training course	Job Shadow.
11:30	Break		Break		Break		Break		Break	
12:15	Coaching Workshop (3)		Coaching Workshop		Coaching Workshop		Coaching Workshop		Coaching Workshop	
14:30	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) 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 (8 groups)- Applied IT Tools for University Staff (2 groups)*
- (3) Eight groups of participants will be created for joining one of the following workshops: *Photo & GIS throughout Valencia, Spanish Food & Culture, Drawing Valencia, Green Valencia, Valencia's Art and Culture, Urban Biodiversity, How to tell a Story with your Camera, and Fit through the Week.*
- (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
- (7) Mo & Tu - 16:30 Guided visit on the UPV campus (free of charge) or 18:00 Guided Walk in Old Town Valencia (20 € per person). We & Th 18:00 Visit to the *Fallas* Museum and *Valencian Tapas Dinner* (30 € per participant) or 19:00 Spanish food cooking session and dinner (40 € per participant).

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#### 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

##### 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

##### 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.

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#### **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: *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.

#### **Coaching Workshop IV: *Green Valencia***

Enjoy the opportunity for a first-hand experience of Valencia's environmental health together with professionals from the field, through visits to emblematic spaces of cultural and environmental value.

Coaching cases: Discovering places of high ecological value, enjoying routes through our river park and maritime environment, and learning about the city's specific environmental issues and solutions applied.

#### **Coaching Workshop V: *Valencia's Art and Culture***

Learn about Valencia's culture and art since the city's foundation to the present by exploring and experiencing its main museums and hidden enclaves. This workshop will consist on furthering the knowledge of the English Language through the Visual Thinking Strategy (VTS) methodology, focusing on inquiry and communication. Objects, places and sounds will weave centuries of history up to today. Sessions will take place on site at museums, historic houses, neighborhood tours and more.

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#### Coaching Workshop VI: Urban Biodiversity

Is biodiversity in the city nearly inexistent? Do you know how many species can be found around you? What is a “heat island” effect and how can we counterbalance it? Can we fight pests without using pesticides?.

Coaching case: Understanding the relationship between living organisms and urban air, water, and mineral soil. Discovering why plants that grow in urban areas are important in performing ecological functions (ecosystem services). We will consider how to measure biodiversity in the city and how to improve it using simple methodologies. More information: <https://placesjournal.org/article/the-flora-of-the-future/>

#### Coaching Workshop VII: How to tell a Story with your Camera

After a short introduction about the basic skills of photography, the course will focus on the aesthetic and narrative part of it. In a series of entertaining short sessions around different topics you will learn to look in a different way at everything around you. The course is very practical and outdoor oriented. It bases on the city of Valencia as a beautiful setting to apply this knowledge and to tell your own personal story about the city. If you have a digital camera, feel free to bring it with you. Your mobile phone camera may be also a valid alternative.

#### Coaching Workshop VIII: Fit through the week

The ideal choice for sports fans: charge your batteries with positive energy, health and wellbeing coming from functional fitness, yoga, stretching and dance aerobics. Get familiar with these sports and learn how they may help you balance your daily life.

Coaching cases: we will visit different locations in Valencia to do an outdoor training there. Insights on workplace health promotion at a university are given and practiced. Furthermore, we will enjoy the nature and combine sports with some sightseeing.

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#### 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