

ETSIAMN STAFF TRAINING PROGRAMME

Providing key skills for University Staff



5th IRO VALENCIA

Human-based International Relations

Building advanced competences for International Officers

Description

IRO Valencia is a five-day international **training and coaching** event that aims to improve the key professional skills of Int. Officers from ETSIAMN Partner 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 planning, leadership, management, team-building and decision-making skills, and increased their competence in University International Relations, both at institutional and personal level.

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

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, applied language and IT training, team work, and a powerful human-based operative framework.

Dates and location

Monday, 08.05.17 to Friday, 12.05.17
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: 18th April 2017

Maximum number of participants: 20

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Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
09:30	Introduction	Good-morning Meeting (5)	Good-morning Meeting	Good-morning Meeting	Good-morning Meeting
10:00	Spanish language / IT course (1)	Spanish language / IT course	Spanish language / IT course	Spanish language / IT course	Spanish language / IT course
11:00	Paula's Seminar (2)	Paula's Seminar	Paula's Seminar	Josh's Seminar (6)	Josh's Seminar
12:00	Break	Break	Break	Break	Break
12:15	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 (7)
15:30	End of session				End of session
Optional extracurricular activities (not included in the event's fees) (8)					

- (1) Two groups of 12 participants will be created, each of them joining one of the following courses: *Spanish for Beginners - Applied IT Tools for University Staff*
- (2) Group dynamics and hands-on learning for improving *key social skills*
- (3) Two groups of 12 participants will be created, each of them joining one of the following workshops: *Photo & GIS throughout Valencia - Spanish Food & Culture*
- (4) Official Welcome, followed by a Courtesy Paella Meal
- (5) Presentation of *selected IRO topics* for monitored open debate
- (6) Specific Job Shadowing Seminar for International Officers and Coordinators
- (7) Conclusions and assessment of (1), (2), (3) and (6), + Courtesy Farewell Lunch
- (8) Mo - 16:00 Guided visit on the UPV campus (free of charge). Tu – 17:00 Guided Walk in Old Town Valencia (15 € per participant). 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).

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Extended programme description

Good-morning meetings: topic-oriented seminars for International Officers/Coordinators

1. The upload/download Paradise
2. First give, then take
3. The face behind the Agreement
4. I don't want to be your Friend
5. Reliable Partnerships

Coaching Workshop I: *Photo & GIS throughout Valencia*

Reinforcing communication, creativity, team work 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 as International Officers and/or Coordinators: 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 among participants organized in small work groups for a joint project in a topic not directly related to their daily activities as International Officers and/or Coordinators: 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.

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

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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

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

1. International management that produces real internationalization, not only mobility.
2. Making ends meet: managing people not files
3. Dealing with partners: complexes and prejudices

Josh's Seminars: Ideas to Enhance Erasmus+ Staff Mobility for Administrative HEI Staff Members. Case Study: The European Staff Exchange Initiative

Josh Lloyd, Erasmus+ Officer at the University of West London, will present his ideas on how to improve staff mobility for administrative HEI staff members. He will analyse the importance of staff mobility; namely how it can not only help to increase staff engagement and morale, but also how it can also make a direct impact on the student experience. Moreover, he will evaluate the reasons why it is so important to include administrative staff members in the Erasmus+ programme, and how their involvement is absolutely critical in enhancing international relations amongst European HEIs.

Josh Lloyd will open up discussion amongst participating international staff members and will encourage participants to create their own initiatives aimed at increasing administrative staff mobility. Questions to think about during this presentation/workshop include: how do we make administrative staff members more aware of the Erasmus+ programme? What does your institution do already to encourage administrative staff members to participate in Erasmus+? And how can staff mobility make a positive impact on the student experience at your institution?"

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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

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