

# ETSIAMN STAFF TRAINING PROGRAMME

## Providing key skills for University Staff



### 6<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, and farewell lunch. Extracurricular activities (not included in course fees) may be organized upon participant's request.

#### Event coordinator

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

#### Training methods

Small work groups will be created along the scheduled activities. Sessions involve specific job shadowing (student services, finances and accountancy, institutional communication, among others), applied language or IT training, and topic-oriented coaching workshops.

#### Dates and location

Monday, 10.12.18 to Friday, 14.12.18

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: 19<sup>th</sup> November 2018

Maximum number of participants: 48

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#### Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
09:30	Introduction	Good-morning Meeting (5)	Good-morning Meeting (5)	Good-morning Meeting (5)	Good-morning Meeting (5)
10:15	Job Shadowing (1)	Training course	Job Shadowing	Training course	Job Shadowing
11:15	Break	Break	Break	Break	Break
12:00	Coaching Workshop (2)	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

- (1) Three groups of participants will be created. Every group will be visiting three different ADM host teams over the week, each of them focusing on different administrative tasks and topics: student services, finances and accountancy, and institutional communication.
- (2) Three groups of participants will be created for joining one of the following courses: *Spanish for Beginners*, *English for University Staff-level B2*, or *Applied IT Tools for University Staff*
- (3) Two groups of participants will be created for joining one of the following workshops: *Mediterranean Lifestyle*, or *Valencia's Art and Culture*
- (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

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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. The role of the Administration Officer
4. Reliable Partners

##### Language Training: *Spanish for Beginners*

*Spanish for Beginners* is an intensive two-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

##### Language Training: *English for University Staff- level B2*

*English for University Staff – level B2* is an intensive two-hour course that aims to enhance the fluency of its participants. They will have the opportunity to work on their oral communication skills through specific learning tasks, vocabulary-building and pronunciation exercises.

##### IT Training: *Applied IT Tools for University Staff*

Applied IT Tools for University Staff is an intensive two-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: *Mediterranean Lifestyle*

Enjoy Mediterranean life as the locals do. You will use your five senses to experience the most interesting places in Valencia. Each day you will participate in a different aspect of Spanish life. See where they work, shop, eat, relax and have fun. Join us and some of the cities best kept secrets will be revealed to you!

Coaching cases: Discover Valencia through smell, touch, taste, sound and feel. You will walk off the beaten path along quaint streets and open spaces, sit at bright terraces and shade yourself under 100 year old trees. You will visit our best hidden secrets and have the opportunity to capture an unforgettable picture with extra an special guest.

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#### **Coaching Workshop II: *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,

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

**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 Phone: +34 96 330 63 44

**HOTEL ASTORIA PALACE** - Valencia downtown  
<http://www.ayrehoteles.com/hotel-astoria-palace/>  
reservas.astoriapalace@ayrehoteles.com Phone.: +34-96-3981000

**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>  
nhlasartes2@nh-hotels.com Phone: +34-96-3356062

**DAMIA BONET RESIDENCE HALL** - Very closed to the UPV campus.  
<http://www.resa.es/eng/Residences/Damia-Bonet> Phone: +34-962 050 500