



ETSEAMN
INTERNATIONAL

ETSEAMN STAFF TRAINING PROGRAMME

6th UFM VALENCIA

10.04.2024 - 12.04.2024

**Internationalization & Benchmarking in
University Financial Administration**

**Building advanced competences for Financial
Officers**



UNIVERSITAT
POLITÈCNICA
DE VALÈNCIA



Escola Tècnica Superior
d'Enginyeria Agronòmica
i del Medi Natural

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Providing key skills for University Staff

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View our Videoclip:



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 ETSEAMN 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: 400 € per person, including work materials, welcome *paella* meal, and farewell lunch.

EVENT COORDINATOR

Prof. Vicente Castell, Head of International Relations ETSEAMN.

Claudio Benavent, IRO ETSEAMN.

Elena Betés, International Officer ETSEAMN. 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 IT training, team work, and a powerful human-based operative framework.

DATES AND LOCATION

Monday, 10.04.24 to Friday, 12.04.24

Place: ETS Ingeniería Agronómica y del Medio Natural (ETSEAMN). Universitat Politècnica de València (UPV). Camí de Vera s/n. 46022 València, Spain.

TRAVEL, LIVING AND ACCOMODATION EXPENSES

Participants are expected to obtain *Erasmus+ Staff Mobility* grants from their home Institutions. The ETSEAMN will assist with booking accommodation.

INFORMATION

Registration deadline: 10th March 2024

Fee payment deadline: 1st April 2024

Maximum number of participants: 20

Cancellation policy: no registration fees will be refunded within 15 days prior to the start of the course.

Registration link:

<https://forms.gle/AWMxFEpksX1SysJi9>

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TIMETABLE

	Wednesday	Thursday	Friday
8:30	Introduction (1)	Good-morning Meeting (5)	Good-morning Meeting
9:15	Job Shadowing (2)	Job Shadowing	Job Shadowing
10:15	Break	Break	Break
11:00	Training (3)	Training	Training
12:15	Workshop (4)	Workshop	Workshop
14:30	Welcome Lunch	End of session	Farewell Lunch
16:00	End of session		End of session

- (1) UPV basic information, participants welcome and program description
- (2) 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.
- (3) Two groups of participants will be created for joining one of the following courses: Paula's Seminars and Spanish for Beginners
- (4) Two groups of participants will be created, each of them joining one of the following workshops: A Mediterranean View or Spanish Food & Culture
- (5) Presentation of selected Financial Administration topics for monitored open debate

GOOD-MORNING MEETING

Topic-oriented seminars for Financial Officers/Administrators

1. The upload/download Paradise
2. First give then take
3. The role of the International Officer
4. Reliable Partnerships

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TRAINING COURSES (course offer may vary upon staff availability)

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

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 WORKSHOPS (workshop offer may vary upon staff availability)

Coaching Workshop I: *A Mediterranean View*

Reinforcing communication, creativity, teamwork 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.

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PROPOSED ACCOMMODATION

DAMIA BONET RESIDENCE HALL – Very close 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

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Enjoy the Experience!



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