ETSIAMN STAFF TRAINING PROGRAMME
Providing key skills for University Staff

7th 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 participants´ request.

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, 20.05.19 to Friday, 24.05.19

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: 29th April 2019
Maximum number of participants: 180

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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	

(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 (4 groups)*, *English for University Staff- level B2 (4 groups)* and *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, Strolling Valencia (2 groups),, Valencia' s Art and Culture, How to tell a Story with your Camera, and Mediterranean Lifestyle (2 groups).*

(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 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

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

English for University Staff – level B2 is an intensive five-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 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: ***Strolling Valencia***

Human mind is programmed to make sense of and look for meaning in all the sensory information received. We will discover the city by touring urban transformations and using historical maps, active seeing, logic and history. You will manage to understand the contemporary city and one step further: you will manage to remember the city.

Coaching cases: 3 days strolling through a different part of the city, 1 day visiting relevant museums or art galleries and 1 one day building all together a drawing of the city that will capture your memories

Coaching Workshop IV: ***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.

Coaching Workshop V: ***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.

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Coaching Workshop VI: *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.

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