



ETSEAMN
INTERNATIONAL

ETSEAMN STAFF TRAINING PROGRAM

7th UFM VALENCIA

09.04.2024 - 11.04.2024

**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

ETSEAMN STAFF TRAINING PROGRAMME

Providing key skills for University Staff

7th UFM VALENCIA

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View our videoclips: 

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: 425 € per person, including work materials, welcome *paella* meal, and farewell lunch.

EVENT COORDINATOR

Prof. Dr. Vicente Castell, Head of IRO ETSEAMN

Claudio Benavent, International Officer IRO ETSEAMN

Elena Betés, Staff Training Programs Specialist IRO 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

Wednesday, 09.04.24 to Friday, 11.04.24

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.

INFORMATION

Pre-registration deadline: 7th March 2024

Fee payment deadline: 24th March 2024

Maximum number of participants: 30

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

Pre-registration link:

<https://forms.gle/g4pJQFFUgxVU3p1z8>

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TIMETABLE

| | Wednesday | Thursday | Friday |
|-------|-----------------------|--------------------------|----------------------|
| 09:30 | Introduction (1) | Good-morning Meeting (5) | Good-morning Meeting |
| 10:15 | Job Shadowing (2) | Job Shadowing | Job Shadowing |
| 11:15 | Break | Break | Break |
| 12:00 | Training Course (3) | Training Course | Training Course |
| 13:00 | Coaching Workshop (4) | Coaching Workshop | Coaching Workshop |
| 14:45 | Welcome Lunch (6) | End of session | Farewell Lunch (7) |
| 16:00 | End of session | | End of session |

- (1) **Introduction:** UPV basic information, participants welcome and program description
- (2) **Job Shadowing:** 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) **Training Course:** Two groups of participants will be created for joining one of the following courses: Interpersonal Communication and Spanish for Beginners
- (4) **Coaching Workshop:** Two groups of participants will be created for joining one of the following courses: A Mediterranean Lifestyle or Spanish & Culture
- (5) **Good-morning Meeting:** Presentation of selected Financial Administration topics
- (6) **Official Welcome Lunch,** followed by a Courtesy 'Paella' meal
- (7) **Courtesy Farewell Lunch**

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GOOD-MORNING MEETINGS

Topic-oriented seminars for Financial Officers/Administrators

TRAINING COURSES (course offer may vary upon staff availability)

- Interpersonal Communication Training
- Language Training: Spanish for Beginners

COACHING WORKSHOPS

- Coaching Workshop I: *Mediterranean Lifestyle*

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.

- 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.

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Enjoy the Experience!



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