

**PLEASE FORWARD THIS MESSAGE TO ALL YOUR COLLEAGUES. THANK YOU**

Dear partner,

it is a real pleasure for us to invite you to take part in our *International Staff Training Week*, which will take place at the University of Ferrara, between the 9<sup>th</sup> and the 13<sup>th</sup> of June, 2014.

Our initiative should be oriented to 2 main kinds of participants and will focus on the following themes:

- **FOCUS GROUP A: International communication** (max. 20 participants)
- **FOCUS GROUP A: Reconciling work and family** (max. 20 participants)

As well as offering a general framework programme for all of you, we would also like to offer you the chance to be involved in an enriching international and intercultural learning experience within your specific field of work.

Therefore you'll have to select one of the two focus groups (Group A or B), in which you will have the chance to discuss particular subjects. Please note that if the number of participants to one focus group exceeds the limit, the International Office will have to decide how to balance the groups.

Furthermore, we invite all participants to prepare a presentation about a specific successful practice (**in particular concerning GROUP B**) to be shared during the *Staff Week*.

For your application we ask you kindly to fill in the following online-form by the **9<sup>th</sup> May, 2014**:

<http://www.unife.it/mobilita-internazionale/studiare-a-ferrara/international-staff-training-week-iii-edition>

Attached you can find a draft of our programme.

Please note that all the costs related to travel, accommodation and food (with the exclusion of coffee breaks and the closing brunch) must be covered by the participants.

We are looking forward to hosting you in Ferrara!

Kind regards

Carlo Santoro / Silvia Pilot



UNIVERSITÀ  
DEGLI STUDI  
DI FERRARA  
- EX LABORE FRUCTUS -

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## June, 9<sup>th</sup> – June, 13<sup>th</sup> 2014

<b>Monday – 09/06/2014</b>	
<b>9.30/10.00:</b>	Registration
<b>10.00/10.30:</b>	Welcome meeting - who is who, description of the programme of the week, groups organization, ...
<b>10.30/11.00:</b>	Coffee break
<b>11.00/11.40:</b>	Presentation of the University of Ferrara and its services / Presentation of the City of Ferrara
<b>11.40/13.00:</b>	Presentation of a project on Gender Budget
<b>Tuesday – 10/06/2014</b>	
<b>GROUP A</b>	
<b>9.30/10.30:</b>	Communication at the University of Ferrara – Internal and external communication
<b>10.30/11.00:</b>	Coffee break
<b>11.00/12.00:</b>	Web communication: Website, Social Networks, Youtube... and what more?
<b>GROUP B</b>	
<b>9.30/10.30:</b>	Italian language survival kit: Basic phrases and most commonly used words ( <b>Roberta Gulinelli</b> )
<b>10.30/11.00:</b>	Welcome coffee break
<b>11.00/12.00:</b>	Italian language survival kit: Italian gestures and the importance of the voice tone during a conversation ( <b>Tommaso Rossi</b> )
<b>Wednesday – 11/06/2014</b>	
<b>GROUP A</b>	
<b>9.30/10.30:</b>	Italian language survival kit: Basic phrases and most commonly used words ( <b>Roberta Gulinelli</b> )
<b>10.30/11.00:</b>	Coffee break
<b>11.00/12.00:</b>	Italian language survival kit: Italian gestures and the importance of the voice tone during a conversation ( <b>Tommaso Rossi</b> )
<b>GROUP B</b>	
<b>9.30/10.30:</b>	Reconciling work and family: telework, flexi-time, parental leaves Presentation of the projects in the University of Ferrara. Interview to a teleworker (Federica Danesi – to be confirmed)
<b>10.30/11.00:</b>	Coffee break
<b>11.00/12.00:</b>	Social Services to help Workers and Students. Kindergarten, Elders Care and Summer Centres for children. Presentation of the projects in the University of Ferrara. Short presentation of Chiara Sapigni (to be confirmed).
<b>Thursday – 12/06/2014</b>	
<b>GROUP A</b>	
<b>9.30/11.00:</b>	Presentations: University of ... (to be defined) - University of ... (to be defined)
<b>11.00/11.30:</b>	Coffee break
<b>11.30/13.00:</b>	European project for shared web tools within the LLP and Erasmus + programme
<b>GROUP B</b>	
<b>9.30/11.00:</b>	Presentations: University of ... (to be defined) – University of ... (to be defined)
<b>11.00/11.30:</b>	Coffee break
<b>11.30/13.00:</b>	Presentations: University of ... (to be defined) Case studies, question time and debate
<b>Friday – 13/06/2014</b>	
<b>9.30/11.30:</b>	Guided tour – City and University tour: a walk through a wonderful historical city and its monuments and buildings
<b>11.30/12.00:</b>	Final discussion and results, questionnaire, certificates of participation
<b>12.00:</b>	Closing brunch