**7th INTERNATIONAL STAFF TRAINING WEEK**

**Preliminary Program  
28 May – 1 June 2018**

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| **Monday, 28 May** | |
| 9.30 – 10.00 | Registration |
| 10.00 – 12.00 | Welcome session:   * Welcome address * Presentation about RTU * Practical information * Networking * Group photo |
| 12.00 – 13.30 | Networking lunch |
| 13.30 – 17.00 | * Presentation of Latvia * Short Latvian language course |
| 19.30 | Welcome dinner |
| **Tuesday, 29 May** | |
| 10.00 – 12.00 | Parallel workshops:  **Workshop 1:** Intercultural communication  **Workshop 2:** Presentation of the Office of the Vice-Rector for Finance, short presentations from participating universities about financial identificators |
| 12.00 – 13.30 | Lunch break |
| 13.30 – 15.30 | Parallel workshops:  **Workshop 1:** Intercultural communication  **Workshop 2:** Financial management of HEI |
| 18.00 | Sightseeing tour in Riga |
| **Wednesday, 30 May** | |
| 10.00 – 12.00 | Parallel workshops:  **Workshop 1:** Session hosted by RTU International Cooperation and Foreign Students Department  **Workshop 2:** Financial management of HEI |
| 12.00 | Lunch break |
| 13.30 –… | Campus tour / faculty visits / individual meetings |
| **Thursday, 31 May** | |
| 10.00  All day event | Tour to Jūrmala – the biggest resort city in the Baltic States |
| **Friday, 1 June** | |
| 10.00 – 12.00 | Feedback and evaluation  Certificates |