

# 7<sup>th</sup> UGR Staff Training Week 16<sup>th</sup> – 20<sup>th</sup> May 2016



**Staff Training Week – University of Granada  
INFORMATION LEAFLET**





## THE STAFF TRAINING WEEK

The University of Granada, through the Vice-Rectorate for Internationalization, is happy to announce its 7<sup>th</sup> Staff Training Week, which will take place from 16<sup>th</sup> to 20<sup>th</sup> May 2016. During this week, the University of Granada will host approximately 100 staff members from our partner universities.

Our Staff Training Programme will encompass 4 main tracks:

- General University Administration. We will accept **up to 60 participants**.
- University Libraries. We will accept **up to 20 participants**.
- Information Technology. We will accept **up to 10 participants**.
- Careers Service. We will accept **up to 10 participants**.

We hope that, during your stay with us, we will be able to pass on our strengths as a long-standing, traditional and world-class educational institution, which has greatly benefitted from its leadership and prestige in the field of international cooperation within higher education. We are looking forward to sharing this experience with you and are sure that this training week will reinforce our cooperation as partners and will allow us to exchange our knowledge and good practices.

The application period to participate in our 7<sup>th</sup> Staff Training Week will be open from 18<sup>th</sup> February to 3<sup>rd</sup> March 2016.

The Vice-Rectorate for Internationalization has prepared the following programme:

### Provisional Programme for the four tracks (General Administration, Libraries, IT and Careers Service)

**Monday, 16<sup>th</sup> May 2016:** Common programme for the four tracks (General Administration, Libraries, IT and Careers Service)

09:30 – 10:00	<b>Registration.</b> Meeting point: Sala de Conferencias Triunfo – Vice-Rectorate for Internationalization (Complejo Administrativo Triunfo).
10:00 – 11:00	<b>Welcome to the University of Granada</b>
11:00 – 12:00	<b>Workshop: Spanish Language Survival Kit</b>
12:00 – 14:00	<b>Visit to the Hospital Real (Royal Hospital),</b> a building constructed in the XVI century which is currently the University of Granada's headquarters.
14:30	<b>Optional Lunch (approximate cost: 20€)</b>
Free Afternoon	

**Tuesday, 17<sup>th</sup> May 2016:** See your track provisional programme on the following pages: General Administration, Libraries, IT and Careers Service.

**Wednesday, 18<sup>th</sup> May 2016:** See your track provisional programme on the following pages: General

Administration, Libraries, IT and Careers Service.

**Thursday, 19th May 2016:** See your track provisional programme on the following pages: General Administration, Libraries, IT and Careers Service.

**Friday, 20<sup>th</sup> May 2016:** Common programme for the four tracks (General Administration, Libraries, IT and Careers Service)

09:00 – 10:45	<b>Ceuta and Melilla Campuses</b> (Sala de Conferencias del Complejo Administrativo Triunfo)
10:45 – 11:30	<b>Break</b>
11:30 – 12:45	<b>Summary of the STW (exchange of experiences and opinions)</b> (Sala de Conferencias del Complejo Administrativo Triunfo)
12:45 – 13:30	<b>Closing session</b> (Sala de Conferencias del Complejo Administrativo Triunfo)
13:30 – 14:00	<b>Concert performed by the UGR Orchestra</b> (Sala de Conferencias del Complejo Administrativo Triunfo)

### Provisional Programme for General Administration track only

#### Tuesday, 17<sup>th</sup> May 2016: For General Administration track

09:00 – 10:15	Workshop A – B or C
10:15 – 11:00	<b>Break</b>
11:00 – 12:15	Workshop A – B or C
12:15 – 12:45	<b>Break</b>
12:45 – 14:00	Workshop A – B or C
14:00 – 17:00	<b>Free time</b>
17:00 – 20:00	<b>Walking tour of the Albayzin</b> (OPTIONAL) – Meeting point: La Bóveda Bookshop at 17:00

#### Wednesday, 18<sup>th</sup> May 2016: For General Administration track

09:00 – 10:15	Workshop A – B or C
10:15 – 11:00	<b>Break</b>
11:00 – 12:15	Workshop A – B or C
12:15 – 12:45	<b>Break</b>
14:00 – 17:00	<b>Free time</b>
17:00 – 20:00	<b>Walking tour of the Realejo</b> (OPTIONAL) – Meeting point: La Bóveda Bookshop at 17:00

#### Thursday, 19th May 2016: For General Administration track

09:00 – 10:15	Workshop A – B or C
10:15 – 11:00	<b>Break</b>
11:00 – 12:15	Workshop A – B or C
12:15 – 12:45	<b>Break</b>
12:45 – 14:00	Workshop A – B or C
14:00 – 17:00	<b>Free time</b>
17:00 – 20:00	Hiking trip to Llano de la Perdiz (OPTIONAL) – Meeting point: La Bóveda Bookshop at 17:00

Please note: Regarding workshops A, B or C of General Administration track on Tuesday, Wednesday and Thursday - we expect to accept about 60 staff members onto the General Administration Programme. We will divide them into three groups of 20 people according to their interests and we will organise workshops related to their fields.

**The main fields of interest available are:**

- Academic Affairs
- International Relations
- Communication
- Research

- **Financial Management**
- **University Services**

Observation: If we have enough candidates with a good working knowledge of Spanish language we will organize some workshops in Spanish language with that group of staff according to their interests.

### **Provisional Programme for IT track only**

Tuesday, 17 <sup>th</sup> May 2016: Provisional Programme for IT track	
09:00 – 9:45	Welcome reception and introduction to the programme and practical aspects of the week by the head of the UGR's IT Department.
09:45 – 11:00	Tour of facilities
11:00 – 12:00	Presentation of Information Systems Department (for Research)
12:00 – 13:00	Presentation of Information Systems Department (for Management)
13:00 – 17:00	Free time
17:00 – 20:00	<i>Walking tour of the Albayzin (OPTIONAL) – Meeting point: La Bóveda Bookshop at 17:00</i>
Wednesday, 18 <sup>th</sup> May 2016: Provisional Programme for IT track	
09:00 – 10:30	Presentation of Applications Development Department
10:30 – 12:00	Presentation of Micro/Systems Department
12:00 – 13:00	Presentation of Databases Department
13:00 – 17:00	Free time
17:00 – 20:00	<i>Walking tour of the Realejo (OPTIONAL) – Meeting point: La Bóveda Bookshop at 17:00</i>
Thursday, 19 <sup>th</sup> May 2016: Provisional Programme for IT track	
09:00 – 11:00	Presentation of Communication Networks Department
11:00 – 13:00	Presentation of Virtual Classroom Department
13:00 – 17:00	Free time
17:00 – 20:00	<i>Hiking trip to Llano de la Perdiz (OPTIONAL) – Meeting point: La Bóveda Bookshop at 17:00</i>

### **Provisional Programme for Libraries track only**

Tuesday, 17 <sup>th</sup> May 2016: Provisional Programme for Libraries track	
09.00 – 09.30	Welcome reception and introduction to the programme and practical aspects of the week by Dr Maria Jose Ariza, Director of the University Library (Hospital Real)
09.30 – 13.00	University Library management: <ul style="list-style-type: none"> <li>- Electronic Resources Service</li> <li>- Acquisition of material</li> <li>- Scientific documentation</li> <li>- System coordination</li> </ul>
13:00 – 17:00	Free time
17:00 – 20:00	<i>Walking tour of the Albayzin (OPTIONAL) – Meeting point: La Bóveda Bookshop at 17:00</i>
Wednesday, 18 <sup>th</sup> May 2016: Provisional Programme for Libraries track	
09:00 – 14:00	Visit to Cartuja Campus Libraries: <ul style="list-style-type: none"> <li>- Faculty of Education Sciences</li> <li>- Faculty of Humanities</li> <li>- Faculty of Economics &amp; Business</li> </ul>
14:00 – 17:00	Free time
17:00 – 20:00	<i>Walking tour of the Realejo (OPTIONAL) – Meeting point: La Bóveda Bookshop at 17:00</i>
Thursday, 19 <sup>th</sup> May 2016: Provisional Programme for Libraries track	



09:00 – 14:00	Visit to Libraries: <ul style="list-style-type: none"> <li>- Faculty of Medicine</li> <li>- School of Civil Engineering</li> <li>- Faculty of Political Sciences &amp; Sociology</li> </ul>
14:00 – 17:00	Free time
17:00 –20:00	Hiking trip to Llano de la Perdiz (OPTIONAL) – Meeting point: La Bóveda Bookshop at 17:00

### Provisional Programme for Careers Service

#### Tuesday, 17<sup>th</sup> May 2016: Provisional Programme for Careers Service track

09:00 – 10:15	Workshop: Internship management tools - ÍCARO
10:15 – 11:00	Break
11:00 – 12:15	Workshop: UGR Employment Platform
12:15 – 12:45	Break
12:45 – 14:00	UGR Employment Agency
14:00 – 17:00	Free time
17:00 – 20:00	Walking tour of the Albayzin (OPTIONAL) – Meeting point: La Bóveda Bookshop at 17:00

#### Wednesday, 18<sup>th</sup> May 2016: Provisional Programme for Careers Service track

09:00 – 11:00	Workshop: National internships
11:00 – 11:45	Break
11:45 – 13:30	Workshop: International internships
13:30 – 17:00	Free time
17:00 – 20:00	Walking tour of the Realejo (OPTIONAL) – Meeting point: La Bóveda Bookshop at 17:00

#### Thursday, 19<sup>th</sup> May 2016: Provisional Programme for Careers Service track

09:00 – 11:00	Workshop: Counselling Service
11:00 – 11:45	Break
11:45 – 13:30	Workshop: Graduate Career Tracking System - The Observatory
13:30 – 17:00	Free time
17:00 –20:00	Hiking trip to Llano de la Perdiz (OPTIONAL)- Meeting point: La Bóveda Bookshop at 17:00



### Vice-Rectorate for Internationalization University of Granada



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