

# ETSIAMN STAFF TRAINING PROGRAMME

## Providing key skills for University Staff

### SSS VALENCIA 2015

#### International Staff Training Week for Support Services Staff

A unique Job Shadowing and Training Event



#### Description

*SSS Valencia 2015* is a five-day international staff week that aims to improve the key professional skills of Support Services Staff from ETSIAMN Partner 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 Support Services tasks.

#### Event structure

The event lasts 25 hours, divided into five hours of work sessions per day (Monday-Friday, 08:30 – 14:30).  
Fees: 200 € per person.

#### Event coordinator

Prof. Vicente Castell, Head of International Relations ETSIAMN. Coaches and Lecturers are qualified Staff and Faculty from different UPV Schools and Departments.

#### Training methods

Small work groups are created along the scheduled activities. Sessions involve applied language and IT training, specific job shadowing (welcome services, room management, post services, academic information and web resources), topic-oriented seminars, and technical visits.

#### Dates and location

Monday, 09.03.15 to Friday, 13.03.15.  
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](mailto:cbenavent@upvnet.upv.es).  
Deadline: 31<sup>st</sup> January 2015  
Maximum number of participants: 20

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### Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>08:30</b>	Introduction	Coordination	Coordination	Coordination	Coordination
<b>09:00</b>	Welcome Seminar	Job Shadowing Room Management	Job Shadowing Welcome Services	Job Shadowing Info Resources	Job Shadowing Post Services
<b>10:30</b>	Break	Break	Break	Break	Break
<b>11:00</b>	Guided Visit on the UPV Campus	Technical Visit Library Services	Technical Visit Research Services	Technical Visit Student Services	Technical Visit Sports Services
<b>12:00</b>	Spanish/English /IT Training	Spanish/English /IT Training	Spanish/English /IT Training	Spanish/English /IT Training	Spanish/English /IT Training
<b>13:00</b>	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
<b>13:30</b>	Institutional Welcome Courtesy Paella Meal	Topic-oriented Seminar	Topic-oriented Seminar	Topic-oriented Seminar	Final Seminar
<b>14:30</b>	Guided Walk on Campus	Individual Library & Internet Time	Individual Library & Internet Time	Individual Library & Internet Time	Farewell Event
<b>19:00</b>	Optional extracurricular activities (not included in the event's fees): guided tour in old town Valencia, Spanish food cooking session, Flamenco or Latin dance workshop, farewell dinner.				

### Proposed accommodation - special rates for ETSIAMN guests - limited places

**HOTEL ASTORIA PALACE** – Valencia downtown

<http://www.ayrehoteles.com/hotel-astoria-palace/>

Double room for single use + buffet breakfast + taxes: approx. 90 €/night

**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>

Double room for single use + buffet breakfast + taxes: approx. 70 €/night

**COLEGIO MAYOR GALILEO GALILEI** – Right on the UPV campus

<http://www.galileogalilei.com/>

Single room + continental breakfast + taxes: approx. 50 €/night

**DAMIA BONET RESIDENCE HALL** – Very closed to the UPV campus.

<http://www.resa.es/eng/Residences/Damia-Bonet>

Double room apartment + continental breakfast + taxes: approx. 80 €/night