

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 Higher Education 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, 09:00 – 16:15).
Fees: 350 € per person.

Event coordinator

Prof. Francisco Rovira, 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 specific job shadowing (welcome services, facility management, post services, academic information and web resources), applied language and IT training, and topic-oriented coaching workshops.

Dates and location

Monday, 30.11.15 to Friday, 04.12.15.
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.
Deadline: 16th November 2015
Maximum number of participants: 24

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Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00	Introduction	Good-morning Meeting (4)	Good-morning Meeting	Good-morning Meeting	Good-morning Meeting
09:15	Job Shadowing Housekeeping	Job Shadowing Facility Management	Job Shadowing Welcome Services	Job Shadowing Info Resources	Job Shadowing Post Services
11:00	Coaching Workshop (1)	Coaching Workshop	Coaching Workshop	Coaching Workshop	Final Joint Seminar (5)
13:00	Welcome Seminar (2)	Break	Break	Break	Farewell Event
15:00	Language Training: Spanish Course (3)	Language Training: Spanish Course	Language Training: Spanish Course	Language Training: Spanish Course	
16:15	End of session	End of session	End of session	End of session	

- (1) Team project around *Mobile Applications & GIS* applied to SSS tasks
- (2) Official Welcome, short Guided Walk on Campus and Courtesy Paella Meal
- (3) Small work groups created according to the participant's *Spanish language* skills
- (4) Presentation of *selected SSS topics* for monitored open debate
- (5) Summaries, conclusions and assessment of (1), (3) and of the Job Shadowing activities

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