

2nd International Staff Training Week

“Boost Up Your Competences+”



The aim of this Staff Training Week is to introduce the participants with essential competences university's administrative and academic staff of **FORTHEM** partner universities could obtain and improve for successful completion of their daily work.

During the Staff Training Week, experts will give the participants an opportunity to learn more not only about the three most important skills for a university administrative staff: time management, stress management and conflict management, but also to improve their intercultural, team building and cooperation competences.

May 9–13, 2022

MONDAY 09.05.2022

09:00-10:00	Registration at the lobby of the main building of the UL
10:00-10:30	Opening of the UL Staff Training Week , Group photo
10:30-12:00	Lecture: Agility teams and leadership Prof. Iveta Reinholde
12:00-13:00	Free time for lunch
13:00-14:30	Workshop: Agility teams and leadership Prof. Iveta Reinholde
15:00–15:30	Tour of the main building of UL UL Museum
16:00-17:00	Welcome Cake

TUESDAY 10.05.2022

10:00 – 11:00	FESC (Framework for Erasmus Staff Competences) project insights UL Mobility Division
11:00-12:30	Lecture/Workshop: Stress Management Dr. Anžela Kertudo
12:30-13:30	Free time for lunch
13:30-15:00	Lecture: Conflict Management Part I Dace Silina, Career counsellor/coach, UL Career Centre
15:00-15:30	Coffee break and networking
15:30-17:00	Lecture: Conflict management Part II Dace Silina, Career counsellor/coach, UL Career Centre

WEDNESDAY 11.05.2022

10:00 – 11:30	Workshop: Different personality aspects in cooperation - challenges and opportunities K.Zaksa, coach and systemic consultant
11:30-12:30	Free time for lunch
12:30-14:00	Lecture: Intercultural competences Giulio Lo Bello, lecturer, UL Faculty of Humanities, Department of German and Roman Studies
14:30-15:30	Excursion: Old City Tour

THURSDAY 12.05.2022

10:00-11:30	Workshop: Time Management Part I Dace Silina, Career counsellor/coach, UL Career Centre
11:30-12:00	Coffee break and networking
12:00-13:30	Workshop: Time Management Part II Dace Silina, Career counsellor/coach, UL Career Centre
13:30 -14:30	Free time for lunch
15:00	Trip to Jūrmala or Zuzeum Art Centre (optional; participants need to cover the costs)

FRIDAY 13.05.2022

10:00 -12:00	Follow up, certificates & Goodbye cake
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Kindly note, the programme is subject to change.

Practical guide and accommodation proposal will be sent straight to the applied participants by e-mail.

Apply for the International Staff Training Week here:

https://docs.google.com/forms/d/e/1FAIpQLScwOWQYv_3nEf5BcAio0yEzuZ8zsh8RZ-8wa2jye5fDZViZ2w/viewform

Application deadline: 20.04.2022