

## 3rd International Blended Staff Training Week “Skills and competencies for Future”



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

During the Blended Staff Training Week, experts will give the participants an opportunity to improve the most important skills for a university administrative staff: time management, netiquette skills, intercultural, team building and cooperation competencies.

**April 28 and May 8–12, 2023**

### **FRIDAY 28.04.2023**

Online

12:30 – 13:00	Introduction. Getting to know each other
13:00 – 14:30 (Zoom/MS Teams)	Lecture: <b>Digital communication: developing of non-etiquette skills</b> Lect. K.Sprūdža
14:30 – 15:00	<b>Break</b>
15:00-16:00 (Zoom/MS Teams)	<b>Workshop: Non-etiquette skills</b> Lect. K.Sprūdža

### **MONDAY 08.05.2023**

Address: Raina Blvd. 19

09:00-09:30	<b>Registration</b> at the lobby of the main building of the UL
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09:30-10:00	<b>Opening of the UL Staff Training Week</b> , Group photo
10:00-11:30	Lecture: <b>Agility teams and leadership. Developing of leadership and team building skills.</b> Prof. Iveta Reinholde
11:30-12:00	<b>Break</b>
12:00-13:30	Lecture: <b>Agility teams and leadership. Developing of leadership and team building skills.</b> Prof. Iveta Reinholde
13:30 – 14:30	Free time for lunch
14:30 - 15:30	<b>Excursion: Old City Tour</b> travel agency “Impro Travels”
15:30-16:30	<b>Welcome Cake &amp; snacks</b>

## **TUESDAY 09.05.2023**

Address: Raina Blvd. 19

10:00 – 11:30	Workshop: <b>Different personality aspects in cooperation - challenges and opportunities</b> K.Zaksa, coach and systemic consultant
11:30-12:30	Free time for lunch
12:30-14:00	Lecture: <b>Motivation theories. Developing motivation skills.</b> S.Struberga
14:00 – 14:30	Break
14:30-15:00	<b>Tour of the main building of UL</b> UL Museum

## **WEDNESDAY 10.05.2023**

Address: Raina Blvd. 19

10:00 – 11:30	Lecture: <b>(In)effective intercultural communication?</b> Lect. Liene Ločmele
11:30-12:30	Free time for lunch
12:30-14:00	Workshop: <b>(In) effective intercultural communication?</b> Lect.Liene Ločmele
14:00	<b>Trip to Jūrmala</b> (optional) Jūrmala is the biggest resort city on the shores of the Baltic Sea

## **THURSDAY 11.05.2023**

Address: Raina Blvd. 19

11:35	Going together to the UL new campus
12:00 – 12:45	<b>Tour of the UL new campus</b>
12:45 – 13:28	Free time for lunch in the UL campus restaurant
13:28	Going back to the main building of UL
14:00 – 15:30	Lecture: <b>Time Management</b> Prof. I. Reinholde
15:30-16:00	Break
16:00-17:30	Workshop: <b>Time Management</b> Prof. I. Reinholde

## **FRIDAY 12.05.2023**

Address: Raina Blvd. 19

10:00 -12:00	<b>Follow up, certificates &amp; Goodbye cake</b>
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Kindly note, the programme is subject to change.