**International Staff Training Week**

**at Wrocław University of Science and Technology**

Dear Colleagues,

The Wrocław University of Science and Technology warmly invites you to participate in the 4th edition of the International Staff Training Week from **29th May to 2nd June 2017**. During the training sessions you will have a chance to enhance your self-presentation and networking skills. The event will provide you with opportunities to meet colleagues from our partner institutions, to connect and to explore the region togehter. The International Staff Training Week welcomes all university staff.

Fee\*:  150 €  (including:  2-days self-presentation training, Polish language course, welcome dinner, lunches, one-day trip in Lower Silesia region and other attractions).

Please find enclosed the preliminary programme of the event, the application form and the brochure of the *Self-presentation* training session.

[International Staff Week 2017](http://dwm.pwr.edu.pl/en/international-staff/international-staff-week)

For application process or any additional information, please do not hesitate to contact us at [events@pwr.edu.pl](mailto:events@pwr.edu.pl)

\*Please check the possibilities of funding from the Erasmus+ grant available at your home university.

Looking forward to seeing you in Wrocław!

Best regards

Maria Borkowska

**Wrocław University of Science and Technology**

International Office

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**International Staff Training Week**

**at Wrocław University of Science and Technology**

**29th May – 2nd June 2017**

**APPLICATION FORM**

|  |  |
| --- | --- |
| **Personal Data** |  |
| Name |  |
| Surname |  |
| Title |  |
| Home Institution |  |
| Unit / Department |  |
| Position |  |
| E-Mail |  |
| Phone |  |

|  |  |
| --- | --- |
| **Travel Information** |  |
| Arrival date |  |
| Departure date |  |

|  |  |
| --- | --- |
| **Additional information** |  |
| Dietary requirements |  |
| Allergies |  |
| Passport number\* |  |

**Participation Fee: 150 Euro**

**\* If visa needed please provide your passport number and the validity of your passport.**

**Please return this form by March 31st 2017 to:** [**events@pwr.edu.pl**](mailto:events@pwr.edu.pl)

*International Relations Office*

*Wrocław University of Science and Technology*

*27 Wybrzeże Wyspiańskiego Street, 50-370 Wrocław, Poland*

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**INTERNATIONAL STAFF TRAINING WEEK**

**29.05.2017 – 02.06.2017**

|  |  |
| --- | --- |
| **MONDAY, 29.05** | |
| 12:00–12:30 | Registration |
| 12:30–14:00 | Welcome and introduction |
| 14:00–15:00 | Lunch |
| 15:00–17:00 | City tour |
| 19:00 | Welcome Dinner |
| **TUESDAY, 30.05** | |
| 09:00–11:00 | Training – Self-presentation (part I) |
| 11:00–11:30 | Coffee break |
| 11:30–13:30 | Training – Sef-presentation |
| 13:30–14:30 | Lunch |
| 14:30-16:00 | Polish language course (part I) |
| 16:30-18:00 | Cultural tour |
| **WEDNESDAY, 31.05** | |
| 09:00–11:00 | Training – Self-presentation (part II) |
| 11:00–11:30 | Coffee break |
| 11:30–13:30 | Training – Self-presentation |
| 13:30–14:30 | Lunch + Tastes of the World\* |
| 14:30-16:00 | Polish language course (part II) |
| **THURSDAY, 01.06** | |
| 07:45–19:00 | All day trip around Lower Silesia region   * Old Mine Science and Art Centre in Wałbrzych <http://www.starakopalnia.pl/english/> * Lunch * Książ Castle <http://www.ksiaz.walbrzych.pl/en/turystyka> |
| **FRIDAY, 02.06** | |
| 9:30-10:30  10:30-12:00 | Farewell meeting & Coffee break  Job shadowing |

\*Please bring along traditional snacks from your country/region to share with other participants.

