



Promoting Educational Organisation

Through  People



Training on HR Management *Stage 1 – training for trainers*

Dates: 17th to 21st November 2014

Place of the venue:

UNIVERSITAT POLITÈCNICA DE CATALUNYA (UPC)
Sala del Llac



<http://peopleorg.eu>



Participants:

Name	Role	Institution	Country
<i>Saule Arystanbaeva</i>	<i>Vicerector</i>	<i>Turar Ryskulov Kazakh Economic University</i>	<i>Kazakhstan</i>
<i>Maryash Uvaliyeva</i>	<i>Head of HR department</i>	<i>Turar Ryskulov Kazakh Economic University</i>	<i>Kazakhstan</i>
<i>Gaini Mukhanova</i>	<i>Teacher of HR management</i>	<i>Turar Ryskulov Kazakh Economic University</i>	<i>Kazakhstan</i>
<i>Toktushakov Arman</i>	<i>Director of the Department of Human Resource Management</i>	<i>S. Toraighyrov Pavlodar State University</i>	<i>Kazakhstan</i>
<i>Dinara Mukanova</i>	<i>Head of department of staff management</i>	<i>S. Toraighyrov Pavlodar State University</i>	<i>Kazakhstan</i>
<i>Dulat Doskozhin</i>	<i>Coordinator of the Human Resources Centre</i>	<i>Karaganda State Medical University</i>	<i>Kazakhstan</i>
<i>Yelena Kravtsiv</i>	<i>Head of personnel</i>	<i>Karaganda State Medical University</i>	<i>Kazakhstan</i>
<i>Gulnara Merzadinova</i>	<i>Vice Rector for Educational Work and Cooperation</i>	<i>Kazakh Academy of Transport and Communications</i>	<i>Kazakhstan</i>
<i>Meirzhan Otarbekov</i>	<i>Head of Human Resources</i>	<i>Kazakh Academy of Transport and Communications</i>	<i>Kazakhstan</i>
<i>Nerses Gevorgyan</i>	<i>Project Coordinator and Chairholder of UNESCO Chair in Education planning and Management, Responsible for ASUE Quality Assurance</i>	<i>Armenian State University of Economics</i>	<i>Armenia</i>
<i>Gohar Sagsyan</i>	<i>Head of Human Resources Department</i>	<i>Armenian State University of Economics</i>	<i>Armenia</i>
<i>Marina Khachatryan</i>	<i>Head of Quality Assurance Department</i>	<i>Russian-Armenian Slavonic University</i>	<i>Armenia</i>
<i>David Yeramyán</i>	<i>Assistant to rector on HR issues</i>	<i>Russian-Armenian Slavonic University</i>	<i>Armenia</i>
<i>Anahit Ordyan</i>	<i>Director of Administration</i>	<i>American University of Armenia</i>	<i>Armenia</i>
<i>Arina Bekchyan</i>	<i>Human Resources manager</i>	<i>American University of Armenia</i>	<i>Armenia</i>
<i>Lela Kelbakiani</i>	<i>Management specialist</i>	<i>Kutaisi University</i>	<i>Georgia</i>
<i>Elguja Deisadze</i>	<i>Human Resources Manager</i>	<i>Kutaisi University</i>	<i>Georgia</i>
<i>Nino Nikoleishvili</i>	<i>Chief specialist of Human resources department</i>	<i>Ilia State University</i>	<i>Georgia</i>
<i>Natia Sekhniashvili</i>	<i>Chief specialist of Human resources department</i>	<i>Ilia State University</i>	<i>Georgia</i>
<i>Marta Pile</i>	<i>Institutional Studies and Planning Office Coord.</i>	<i>Instituto Superior Técnico-IST</i>	<i>Portugal</i>
<i>Miguel Coimbra</i>	<i>Director of HR Division</i>	<i>Instituto Superior Técnico-IST</i>	<i>Portugal</i>
<i>Victor Kordas</i>	<i>Project Management</i>	<i>Royal Institute of Technology</i>	<i>Sweden</i>



TRAINING SCHEDULE

BARCELONA - UPC

17 NOV	18 NOV	19 NOV	20 NOV	21 NOV
<p>9.30H-10.00H Welcome</p> <hr/> <p>10.00H-11.00H Presentation of the UNESCO Chair and PEOPLE program</p>	<p>9.30H-11.00H People management and welcome process</p> <p>Míriam Giménez <i>Head of Personnel Service</i></p>	<p>9.30H-10.30H Integration process & training of staff</p> <p>Pilar Batanero <i>Head of Professional Development service</i></p>	<p>9.30H-11.00H Continuous training for academic staff</p> <p>Esperanza Portet <i>Sciences Education Institute (ICE)</i></p>	<p>9.30H-11.00H Strategic plan for HR</p> <p>Marisa Juste <i>Deputy technical director CUDU</i></p>
11.00H - 11.30H COFFEE BREAK				
<p>11.30H-13.00H HR structure at UPC and Information systems for HR</p> <p>Míriam Giménez <i>Head of Personnel Service</i></p>	<p>11.30H-13.00H Recruitment and Job descriptions</p> <p>Pilar Batanero <i>Head of Professional Development service</i></p>	<p>11.30H-13.30H Accreditation and Performance evaluation of academic/ research staff</p> <p>Ricard de la Vega <i>Planning, Assessment and Quality Office</i></p>	<p>11.30H-12.30H Health and safety service Josep Barco <i>Head of the Service</i></p> <p>12.30-13.30 Sustainable management and Equal opportunities office Dídac Ferrer <i>Head of the office</i></p>	<p>11.30H-13.30H <i>Participants debate and next steps preparation</i></p>
13.00H - 15.00H LUNCH				
<p>15.00H-17.00H Change management</p> <p>Xavier Llinàs <i>Academic Director CUDU</i></p>	<p>15.00H-17.00H HR in KTH KTH</p>	<p>15.00H-17.00H <i>PEOPLE project coordinators meeting</i></p>	<p>15.00H-17.30H Time management</p> <p>Xavier Llinàs <i>Academic Director CUDU</i></p>	

NOTES:

- The training will be conducted using simultaneous translation from English into Russian, and the slides will be prepared by the trainers in the English version.
- Participants may inform UPC organization beforehand about a HR practice they would like to improve within this training, so that trainers can include them in the program.
- Whenever possible, trainers will present practical cases. Ex: in training in Health and Safety at Work, to visit the HR Dep. or other place, and simulate an inspection; in Negotiation, simulate recruiting an employee or teacher; etc.

Map place of the venue:

