

Promoting Educational Organisation

Through  People



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




Dates: 27th to 31st October 2014

Place of the venue:

INSTITUTO SUPERIOR TÉCNICO (IST)
Room 01.1 IST Congress Center



Participants:

| Name | Role | Institution | Country |
|----------------------------|---|--|--|
| <i>Gohar Sargsyan</i> | <i>Head of HRM Dep.</i> | <i>Armenian State University of Economics-ASUE</i> |  Armenia |
| <i>Gohar Nerkararyan</i> | <i>Chief Specialist, HRM Dep.</i> | <i>Armenian State University of Economics-ASUE</i> | Armenia |
| <i>Liana Aghajanyan</i> | <i>HR Manager</i> | <i>Russian-Armenian Slavonic University-RAU</i> | Armenia |
| <i>Davit Yeramyán</i> | <i>Assistant to Rector on HR</i> | <i>Russian-Armenian Slavonic University -RAU</i> | Armenia |
| <i>Anahit Ordyan</i> | <i>Head of Administration</i> | <i>American University of Armenia-AUA</i> | Armenia |
| <i>Arina Bekchyan</i> | <i>Head of HR Dep.</i> | <i>American University of Armenia-AUA</i> | Armenia |
| <i>Elguja Deisadze</i> | <i>Rector's Assistant and Advisor</i> | <i>Kutaisi University-KU</i> |  Georgia |
| <i>Lela Kelbakiani</i> | <i>Rector</i> | <i>Kutaisi University-KU</i> | Georgia |
| <i>Mariana Burduli</i> | <i>Head of HR Dep.</i> | <i>Ilia State University-ISU</i> | Georgia |
| <i>Ana Khundadze</i> | <i>Head of Administrative Dep.</i> | <i>Ilia State University-ISU</i> | Georgia |
| <i>Uvaliyeva Maryas</i> | <i>Head of HR Department</i> | <i>T.Ryskulov Kazakh Economic University-KazEU</i> |  Kazakhstan |
| <i>Mukhanova Gaini</i> | <i>Teacher of HR management</i> | <i>T.Ryskulov Kazakh Economic University-KazEU</i> | Kazakhstan |
| <i>Arystanbayeva Saule</i> | <i>Coordinator of PEOPLE project</i> | <i>T.Ryskulov Kazakh Economic University-KazEU</i> | Kazakhstan |
| <i>Yelena Kravtsiv</i> | <i>Head of Personnel Dep.</i> | <i>Karaganda State Medical University-KSMU</i> | Kazakhstan |
| <i>Dulat Doskozhin</i> | <i>Coord. of the HR Center</i> | <i>Karaganda State Medical University-KSMU</i> | Kazakhstan |
| <i>Azhenov Askar</i> | <i>Deputy director of HR Dep.</i> | <i>Pavlodar State University S.Toraigyrov-PSU</i> | Kazakhstan |
| <i>Ernazarov Tahir</i> | <i>Professor of Economics</i> | <i>Pavlodar State University S.Toraigyrov-PSU</i> | Kazakhstan |
| <i>Meirzhan Otarbekov</i> | <i>Chief of Staff (HR Dep.)</i> | <i>Kazakh Academy of Transport and Communications-KazATC</i> | Kazakhstan |
| <i>Yermek Sharapov</i> | <i>Head of International Cooperation Dep.</i> | <i>Kazakh Academy of Transport and Communications-KazATC</i> | Kazakhstan |
| <i>Marta Pile</i> | <i>Institutional Studies and Planning Office Coord.</i> | <i>Instituto Superior Técnico-IST</i> |  Portugal |
| <i>Alexandra Pontes</i> | <i>Institutional Studies and Planning Office</i> | <i>Instituto Superior Técnico-IST</i> | Portugal |
| <i>Sónia Borges</i> | <i>Institutional Studies and Planning Office</i> | <i>Instituto Superior Técnico-IST</i> | Portugal |
| <i>Cecilia Moreira</i> | <i>Quality and Internal Auditing Office coord.</i> | <i>Instituto Superior Técnico-IST</i> | Portugal |
| <i>Miguel Coimbra</i> | <i>Director of HR Division</i> | <i>Instituto Superior Técnico-IST</i> | Portugal |
| <i>Alicia Berlanga</i> | <i>Projects Coordinator at UNESCO Chair of HE Manag</i> | <i>Universitat Politècnica de Catalunya-UPC</i> |  Spain |
| <i>Marisa Juste</i> | <i>Deputy Director of UNESCO Chair of HE management</i> | <i>Universitat Politècnica de Catalunya-UPC</i> | Spain |



TRAINING SCHEDULE

LISBOA - IST

| 27 OUT | 28 OUT | 29 OU | 30 OUT | 31 OUT |
|--|---|---|---|--|
| <p>9.30H-10.00H Welcome Prof. Rogério Colaço Vice-President for Financial & Adm. Affairs Prof. Ayala Botto Vice-President for HR</p> <hr/> <p>10.00H-11.00H Presentation of HR in IST Miguel Coimbra HR Director</p> | <p>9.30H-11.00H Performance Evaluation Miguel Coimbra HR Director</p> | <p>9.30H-11.00H Team Work and Cooperation Isabel Gonçalves Tutoring Office</p> | <p>9.30H-11.00H Negotiation and Persuasion Isabel Gonçalves Tutoring Office</p> | <p>9.30H-11.00H Satisfaction Surveys Rui Mendes Studies & Projects Unit</p> |
| 11.00H - 11.30H COFFEE BREAK | | | | |
| <p>11.30H-13.00H HR Manual: Processes and Procedures Cecilia Moreira Aldina Carvalho Internal Audit and Quality Office</p> | <p>11.30H-13.00H Recruitment Processes Miguel Coimbra HR Director</p> | <p>11.30H-13.00H Develop and Motivate others Isabel Gonçalves Tutoring Office</p> | <p>11.30H-13.00H People Management Sofia Sá Tutoring Office</p> | <p>11.30H-12.00H On-line surveys Rui Mendes Studies & Projects Unit</p> <hr/> <p>12.00H-13.00H EUSUM Alicia Berlanga UPC</p> |
| 13.00H - 14.30H LUNCH | | | | |
| <p>14,30H-17.00H Management by Objectives Nuno Rolo Legal Support Division</p> | <p>14,30H-17.00H Information Systems Computer Service Division</p> | <p>14,30H-17.00H Communication Sofia Sá Tutoring Office</p> | <p>14,30H-17.00H Leadership Isabel Gonçalves Tutoring Office</p> | |

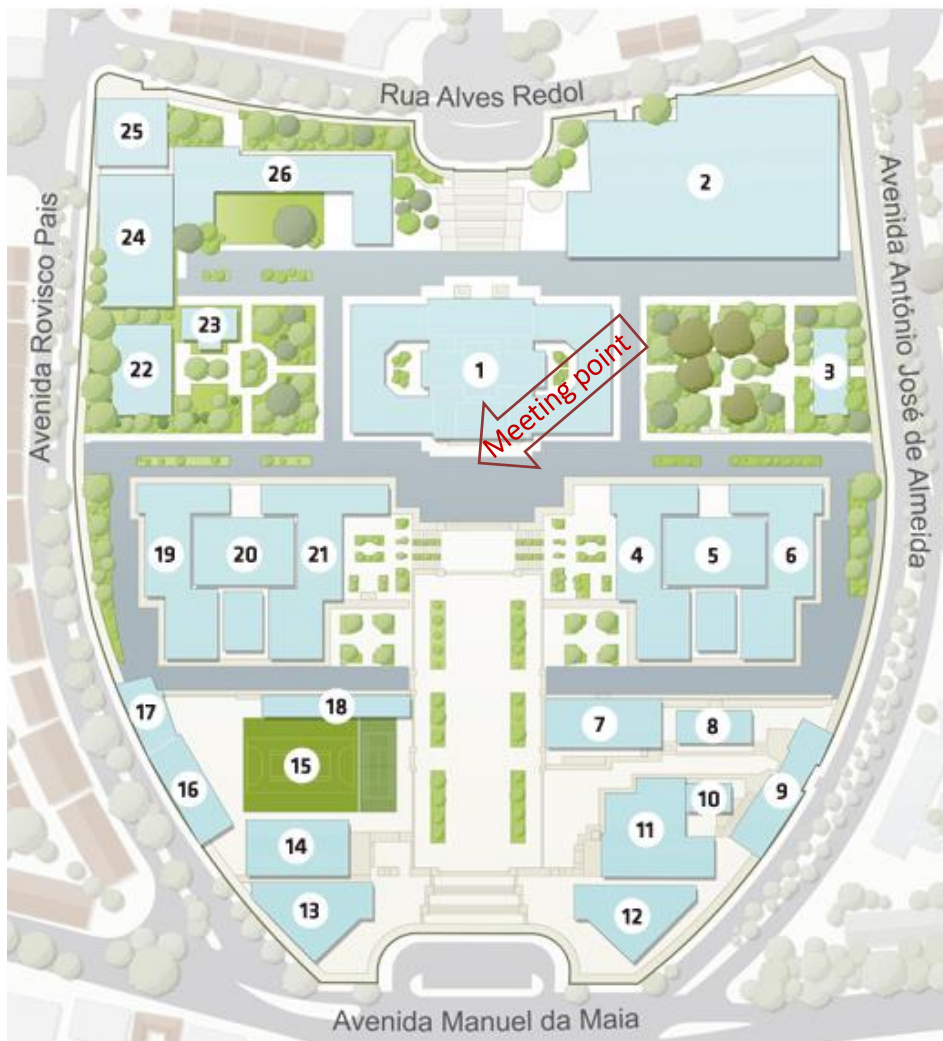
NOTES:

- The training will be conducted using simultaneous translation from English into Russian, and the slides will be prepared by the trainers in English and distributed to participants.
- Participants may inform IST organization beforehand about a HR practice they would like to improve within this training, so that trainers can include it in the program.
- Whenever possible, trainers will present practical cases.

Map place of the venue:

IST Congress Centre – Room 01.1 – Building number 2 - Pavilhão de Civil

Meeting point: Main entrance stairs



Mapa do campus da Alameda

- 1 Pavilhão Central
- 2 Pavilhão de Civil
- 3 Pavilhão do Jardim Norte
- 4 Pavilhão de Mecânica I
- 5 Torre Norte
- 6 Pavilhão de Electricidade
- 7 Pavilhão de Informática II
- 8 Pavilhão de Mecânica IV
- 9 Pavilhão de Informática I
- 10 Pavilhão de Informática III
- 11 Pavilhão de Mecânica II
- 12 Pavilhão de Mecânica III
- 13 Cantina
- 14 Pavilhão da Ass. Estudantes
- 15 Campo de Jogos
- 16 Piscina
- 17 Pavilhão de Acção Social
- 18 Secção de Folhas
- 19 Pavilhão de Minas
- 20 Torre Sul
- 21 Pavilhão de Química
- 22 Pavilhão do Jardim Sul
- 23 Infantário
- 24 Pavilhão de Matemática
- 25 Pavilhão de Física
- 26 Complexo Interdisciplinar

INTERNET ACCESS:

Username: people

Password: LmycSG