



## MASARYK UNIVERSITY ADMINISTRATIVE STAFF TRAINING

BRNO, CZECH REPUBLIC

APRIL 9 – APRIL 15, 2017

PROGRAMME

**Sunday, April 9, 2017**

**Week 2 – Understand the WORLD**

**Monday, April 10, 2017**

9:00 – 10:30	Survival Czech –practical language lesson
10:30 – 12:30	Dealing with European/Asian/African/American University (cultural differences, workshops with experts) ( <i>EXPAT – Lucia Konopková, Katka Báňová</i> )
13:30 – 14:30	Administrative arrangements for newcomers (Erasmus+)
14:30 – 16:00	Presentation skills & successful presentation
16:00 – 16:30	Division into groups for student interviews

## Tuesday, April 11, 2017

- 9:00 – 12:00      **Workshop:** Project writing (*Violeta Osouchová*)
- 13:00 – 16:00      **Workshop:** Project management (*Violeta Osouchová*)

## Wednesday, April 12, 2017

- 9:00 – 12:00      Pre-arranged meetings at the faculties  
&  
**Roundtable:** Better cooperation – university, government bodies,  
international institutions, external service companies
- 13:00 – 16:00      Tell us about your university (*presentations by participants*)

## Thursday, April 13, 2017

- 8:00 – 10:30      Travel to Prague
- 10:30 – 12:00      Hotel Check-in
- Lunch & transport to venue*
- 13:00 – 16:00      **Visit:** National Agency of the Czech Republic

## Friday, April 14, 2017

- 9:00 – 13:00      Prague guided tour

## Saturday, April 15, 2017 departure



## **University “Ukshin Hoti” In Prizren**

In this Staff Training, our University was participating by two members of the Administration Staff, Mr. Përparim Avdullahu as the Acting Coordinator of the International Relations Office and Mrs. Nora Rada as the Administrative Clerk.

During this staff training we introduced a lot of new colleagues from about different countries of the Worldwide with those people who are in a joint cooperation with Erasmus + Programme.

Despite this staff training was overloaded with a lot of long learning classes regarding our duty job and our main activities that we are experiencing in daily life within our University, but we may say with a great competence and full reliability that the lectures which we attended by very professional Lectures during those three days in Brno Czech Republic , were very successful, fruitful and made us feeling that such experiences we never experienced before, neither gained a such one within former programmes, through different staff trainings and other related workshops within the framework of the financed projects by EU.

In this regard I have to stress and specify the lecture held by Mrs. Violeta Osouchova with a topic of project writing and project management for us and for all participants was the most important and very attractive lecture ever taught before.

Also I have to mention that the two days of visiting and staying in Prague was interested by visiting all the Prague City and very important buildings, Museums, Operas’ Cathedrals’, nature beauty of Prague as well as. In Prague we met a guider who was very professional during our entire round city visit.

On behalf of the Erasmus+ Office

Mr. Përparim Avdullahu

Acting Coordinator of the International Relations Office

University “Ukshin Hoti” Prizren

Republic of Kosova