5th INTERNATIONAL STAFF TRAINING WEEK
Preliminary Program

RIGA TECHNICAL UNIVERSITY
23 – 27 MAY 2016

Monday, 23 May	
10.00 – 13.00	Registration Welcome session • Welcome address • Presentation about RTU • Practical information /Group photo • Presentations of participating institutions
13.00 – 14.00	Lunch break
14.00 – 17.00	• Presentations of participating institutions (*continued*) • Short Latvian language course
19.00	Welcome dinner
Tuesday, 24 May	
9.30 – 10.30	Presentation of Latvia
10.30 – 12.30	Parallel workshops (Intercultural communication/Presentation of the Office of the Vice-Rector for Finance)
12.30 – 13.30	Lunch break
13.30 – 15.30	Parallel workshops (Publicity for EU framework projects/financial management of HEI – practical task)
17.00	Sightseeing tour in Riga
Wednesday, 25 May	
10.00 – 12.00	International Classroom: recruiting and managing/Individual meetings with representatives of the Office of the Vice-Rector for Finance
12.00 – 13.00	Lunch break
13.00 –…	Individual visits to faculties
Thursday, 26 May	
10.00 – 18.00	Tour to Jūrmala – the biggest resort city in the Baltic States
Friday, 27 May	
9.30 – 12.30	Workshop "Summarize your personality/company/project in 15 seconds" Feedback and evaluation Certificates