



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>	
<i>Liana Aghajanyan</i>	<i>HR Manager</i>	<i>Russian-Armenian Slavonic University-RAU</i>	
<i>Davit Yeramyán</i>	<i>Assistant to Rector on HR</i>	<i>Russian-Armenian Slavonic University -RAU</i>	
<i>Anahit Ordyan</i>	<i>Head of Administration</i>	<i>American University of Armenia-AUA</i>	
<i>Arina Bekchyan</i>	<i>Head of HR Dep.</i>	<i>American University of Armenia-AUA</i>	
<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>	
<i>Mariana Burduli</i>	<i>Head of HR Dep.</i>	<i>Ilia State University-ISU</i>	
<i>Ana Khundadze</i>	<i>Head of Administrative Dep.</i>	<i>Ilia State University-ISU</i>	
<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>	
<i>Arystanbayeva Saule</i>	<i>Coordinator of PEOPLE project</i>	<i>T.Ryskulov Kazakh Economic University-KazEU</i>	
<i>Yelena Kravtsiv</i>	<i>Head of Personnel Dep.</i>	<i>Karaganda State Medical University-KSMU</i>	
<i>Dulat Doskozhin</i>	<i>Coord. of the HR Center</i>	<i>Karaganda State Medical University-KSMU</i>	
<i>Azhenov Askar</i>	<i>Deputy director of HR Dep.</i>	<i>Pavlodar State University S.Toraigyrov-PSU</i>	
<i>Ernazarov Tahir</i>	<i>Professor of Economics</i>	<i>Pavlodar State University S.Toraigyrov-PSU</i>	
<i>Meirzhan Otarbekov</i>	<i>Chief of Staff (HR Dep.)</i>	<i>Kazakh Academy of Transport and Communications-KazATC</i>	
<i>Yermek Sharapov</i>	<i>Head of International Cooperation Dep.</i>	<i>Kazakh Academy of Transport and Communications-KazATC</i>	
<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>	
<i>Sónia Borges</i>	<i>Institutional Studies and Planning Office</i>	<i>Instituto Superior Técnico-IST</i>	
<i>Cecilia Moreira</i>	<i>Quality and Internal Auditing Office coord.</i>	<i>Instituto Superior Técnico-IST</i>	
<i>Miguel Coimbra</i>	<i>Director of HR Division</i>	<i>Instituto Superior Técnico-IST</i>	
<i>Alicia Berlanga</i>	<i>Projects Coordinator at UNESCO Chair of HE Manag</i>	<i>Universitat Politècnica de Catalunya-UPC</i>	Spain 

TRAINING SCHEDULE

LISBOA - IST

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

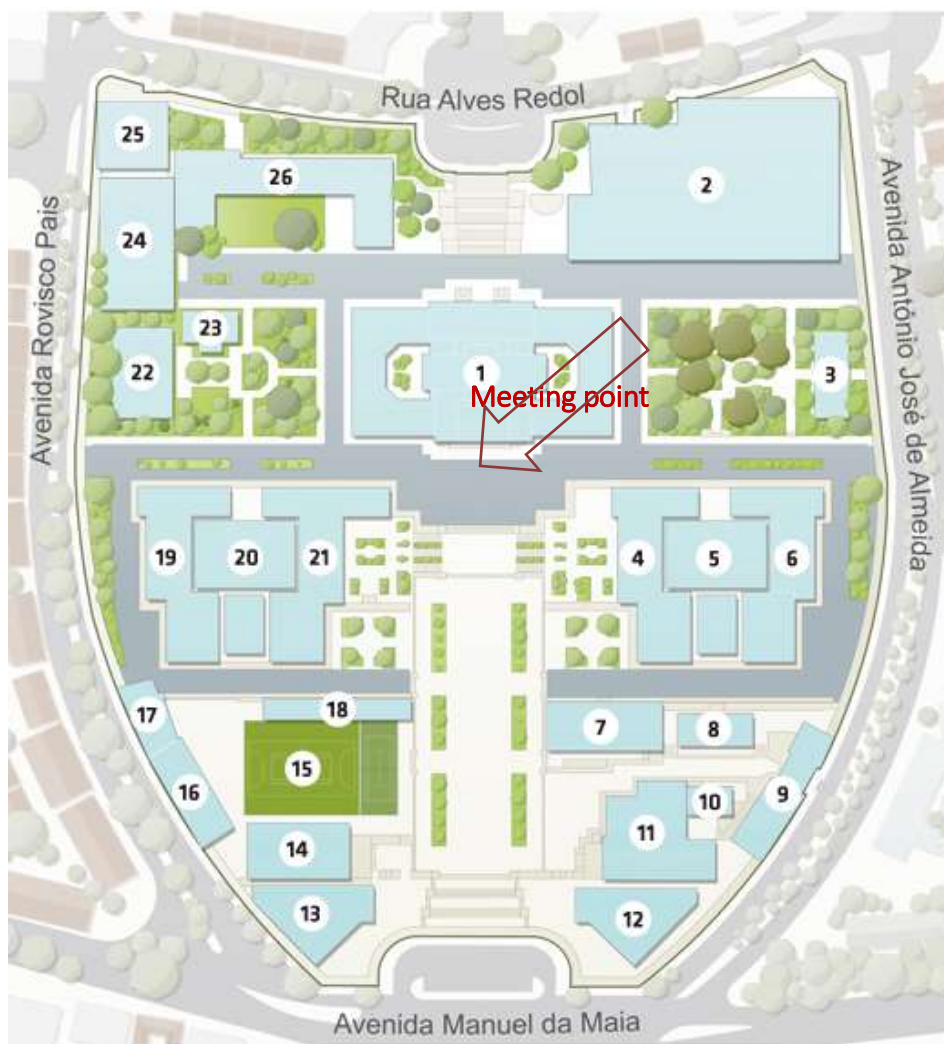
NOTES:

- 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 de 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