

Dear Interweekers,

The University of Porto is pleased to announce its **IT Training Week for International Relations Officers. (12-14 October 2024)**

This training is aimed at International Relations Officers, Erasmus Coordinators, Student Advisors and for those administrative staff from HEIs who may not have a deep technical background but are keen to leverage IT tools to enhance their work efficiency.

The Staff Training is organised under the framework of the Erasmus+ Crossroads initiative of the European University Foundation.

The participation fee is **150 EUR**.

For **EUGLOH and EUF network university partners the discounted fee is 120 EUR**. The fee includes a welcome package, work materials, cultural program, coffee breaks, one Group Dinner and lunches throughout the three days of the training.

Other costs such as travel, accommodation, and other dinners are covered by the participants themselves. A list of convenient accommodations, the final agenda as well as other relevant useful information will be sent to all participants after the selection process is concluded.

Participants may apply for an Erasmus+ staff mobility grant at their home university to cover the costs of the event (applicable for staff members of HEIs from EU Member States and third countries associated to the Erasmus+ Programme).

Since the number of participants will be limited, we recommend the interested candidates to fill in this [online application form](#). **Deadline to submit this form: 4th of October 2024.**

The selection results will be sent to each participant shortly after the application deadline. After the admission, the participants will receive the final programme.

Please feel free to contact the International Office through the e-mail international@reit.up.pt if any doubt arises.

Looking forward to welcoming you in Porto, we send our best regards,

InterWeek Organization Team

Reitoria / Rectorate

Relações Internacionais / *International Cooperation*

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IT Training Week for International Relations Officers

Background

In the modern world, technology plays a crucial role in enhancing the efficiency and effectiveness of international relations offices.

- Would you like to learn about some tools, tips and tricks to become more productive in your work?
- Do you feel lost when someone talks about using Artificial Intelligence?
- Do you want to feel more secure while working online?
- Do you want to know more about interoperability and which mechanisms allow data to flow between diverse systems in real time?

This training week is designed specifically for International Relations Officers who wish to enhance their IT skills, understand the latest tools and technologies, and apply these skills to their daily tasks.

Objectives

- To provide a comprehensive understanding of essential IT tools and methods.
- To enhance productivity and efficiency in daily work through practical IT skills.
- To introduce the latest advancements in AI and how they can be applied in an international relations context.
- To ensure participants understand the importance of information security and data privacy.

Expected outcomes

- Improve the individual levels of productivity.
- Enhanced data management and analysis skills using Excel.
- A clear understanding of AI applications and how to use AI tools effectively.
- Increased awareness and application of information security best practices.
- Practical knowledge of working on shared documents and using file sharing systems.

Participants profile

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Agenda

Programme available soon