



**UNIVERSITÀ  
DEGLI STUDI  
DI FERRARA**  
- EX LABORE FRUCTUS -

International Staff Training  
Week – LLP/Erasmus  
2013/14



# June, 9<sup>th</sup> – June, 13<sup>th</sup> 2014

<b>Monday – 09/06/2014</b>	
<b>9.30/10.00:</b>	Registration
<b>10.00/10.30:</b>	Welcome meeting - who is who, description of the programme of the week, groups organization, ...
<b>10.30/11.00:</b>	Coffee break
<b>11.00/11.40:</b>	Presentation of the University of Ferrara and its services / Presentation of the City of Ferrara
<b>11.40/13.00:</b>	Presentation of a project on Gender Budget
<b>Tuesday – 10/06/2014</b>	
<b>GROUP A</b>	
<b>9.30/10.30:</b>	Communication at the University of Ferrara – Internal and external communication ( <b>Carlo Santoro</b> )
<b>10.30/11.00:</b>	Coffee break
<b>11.00/12.00:</b>	Web communication: Website, Social Networks, Youtube... and what more? ( <b>Carlo Santoro</b> )
<b>GROUP B</b>	
<b>9.30/10.30:</b>	Italian language survival kit: Basic phrases and most commonly used words ( <b>Roberta Gulinelli</b> )
<b>10.30/11.00:</b>	Welcome coffee break
<b>11.00/12.00:</b>	Italian language survival kit: Italian gestures and the importance of the voice tone during a conversation ( <b>Tommaso Rossi</b> )
<b>Wednesday – 11/06/2014</b>	
<b>GROUP A</b>	
<b>9.30/10.30:</b>	Italian language survival kit: Basic phrases and most commonly used words ( <b>Roberta Gulinelli</b> )
<b>10.30/11.00:</b>	Coffee break
<b>11.00/12.00:</b>	Italian language survival kit: Italian gestures and the importance of the voice tone during a conversation ( <b>Tommaso Rossi</b> )
<b>GROUP B</b>	
<b>9.30/10.30:</b>	Reconciling work and family: telework, flexi-time, parental leaves Presentation of the projects in the University of Ferrara. Interview to a teleworker (Federica Danesi – to be verified)
<b>10.30/11.00:</b>	Coffee break
<b>11.00/12.00:</b>	Social Services to help Workers and Students. Kindergarten, Elders Care and Summer Centres for children. Presentation of the projects in the University of Ferrara. Short presentation of (Chiara Sapigni - to be confirmed).
<b>Thursday – 12/06/2014</b>	
<b>GROUP A</b>	
<b>9.30/11.00:</b>	Presentations: University of ... - University of ...
<b>11.00/11.30:</b>	Coffee break
<b>11.30/13.00:</b>	European project for shared web tool within the LLP and Erasmus + programme
<b>GROUP B</b>	
<b>9.30/11.00:</b>	Presentations: University of ... – University of ...
<b>11.00/11.30:</b>	Coffee break
<b>11.30/13.00:</b>	Presentations: University of ... (Portugal) Case studies, question time and debate
<b>Friday – 13/06/2014</b>	
<b>9.30/11.30:</b>	Guided tour – City and University tour: a walk through a wonderful historical city and its monuments and buildings
<b>11.30/12.00:</b>	Final discussion and results, questionnaire, certificates of participation
<b>12.00:</b>	Closing brunch