

INTERNATIONAL EUROPEAN UNIVERSITY



APPROVED
 Rector Oleg PADALKA
 September 6, 2024

PLAN advanced training of administrative staff for the 2024/2025 academic year

| Salary No. | West (name, form, venue) | Duration of passage | Employees who improve their skills | Notes |
|------------|--|------------------------|--|---|
| 1. | Maintaining military records in local governments, state institutions, institutions and organizations | September-October 2024 | Human Resources Department | |
| 2. | Accreditation of Educational Programs: Innovations and Challenges for HEIs (NGO Progressive) | September 2024 | Department of Education Quality Assurance | |
| 3. | Training "Development and Submission of Grant Proposals for Jean Monnet and CBHE Competitions" (International European University, mixed format) | September 2024 | Administrative Staff | |
| 4. | Seminar for Recognition of Foreign Educational Qualifications of Higher Education Institutions (National Information Center for Academic Mobility ENIC UKRAINE) | September 2024 | Department for Work with Foreign Students | |
| 5. | Training "Development of Leadership Skills" (blended, International European University) | October 2024 | Administrative Staff | |
| 6. | Training of employees to act in emergency situations and in a special period (Educational and Methodological Center for Civil Protection and Life Safety of the City of Kyiv) | November-December 2024 | Vice-Rector for Administrative and Economic Work, Responsible for Civil Protection | In accordance with the requirements of the Resolution of the Cabinet of Ministers of Ukraine dated 23.10.2013 No. 819 |

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|------------|--|-----------------------|--|-------|
| 7. | Basic search and analysis of scientific literature in Web of Science Advanced Web of Science search and additional collections. (online, Clarivate). | October 2024 | Library staff, Department of Organization of Scientific Activities | |
| 8. | Supporting open research initiatives with proven processes, data, and tools (online, Clarivate). | October 2024 | Department of Organization of Scientific Activity | |
| 9. | Inclusive Educational Environment of a Higher Education Institution (BSPU, National Research Foundation of Ukraine) | October-November 2024 | Administrative Staff | |
| 10. | Webinar " Tools for assessing data for compliance with FAIR principles " (online, DTBU) | November 2024 | Department of Organization of Scientific Activity | |
| 11. | Creating a Culture of Effective Communication in Education: Building Resilience through Inclusive Education Systems (Mixed Format, International European University) | December 2024 | Administrative Staff | |
| 12. | From beginner to AI expert (6-module online course, Ministry of Digital Transformation of Ukraine together with Netpeak Group) | Throughout the year | Administrative Staff | |
| 13. | Organization of inclusive education in the institution: a step-by-step algorithm (online, NGO Rukh Osvita) | Throughout the year | Administrative Staff | |
| 14. | Digital Skills for Education with Google: Practical Program (12 trainings) | October-November 2024 | Department of Organization of the Educational Process | |
| 15. | Designing Learning Innovation (Politecnico di Milano, Coursera) | Throughout the year | Department of Organization of the Educational Process | |
| 16. | Online Learning Design for Educators Specialization (Macquarie University, Coursera) | Throughout the year | Department of Organization of the Educational Process | |
| 17. | Components of successful cooperation of the support team in inclusive education (online, NGO Rukh osvita) | Throughout the year | Administrative Staff | |