

Transform4Europe Professional Development trainings

Non-academic staff

Teamwork and collaboration. New forms of teamworking (*remote*)

**Barbara Smorczevska,
Malgorzata Chrupala-Pniak**

Both trainers are organizational psychologists with more than twenty years of experience in academic didactics. They work in the HR Department at the University of Silesia in Katowice and have extensive experience in managing teams, training, and organizational behaviour studies.

DESCRIPTION

The main goals of the training are to improve communication and teamwork competences as well as to build a positive attitude toward cooperation at work. Thus, understanding the process of effective communication (both interpersonal and organizational), learning the "anatomy" of the teamwork process, and accepting cooperation are the main learning outcomes of the workshop. The training will be conducted using activating methods (minimum 70% of the training duration), such as short games, pair work, case studies, role-playing and mini-lectures.

CONDUCTING UNIVERSITY



UNIVERSITY OF SILESIA
IN KATOWICE

TIME AND DURATION

June 2

9.00-11.30 CET

2,5 hours

[APPLY HERE](#)

Getting through the Culture Maze (*hybrid*)

Nikolina Tsvetkova

Dr. Nikolina Tsvetkova has designed and delivered training courses and seminars for teachers, students, and non-academic staff on developing (inter)cultural awareness and intercultural competence. She has defended a PhD thesis and published academic papers on these topics.

DESCRIPTION

The webinar aims to raise participants' awareness of the complex substance of culture, to help them identify some of their own views and attitudes towards cultural differences, to involve them in reflecting on some aspects of their own culturally conditioned behaviour and to provide them with opportunities to discuss and evaluate specific cases of mediating between cultures in a professional setting.

CONDUCTING UNIVERSITY

SOFIA UNIVERSITY
ST. KLIMENT OHRIDSKI



TIME AND DURATION

May 12

11:30-15:30
CET

4 hours

[APPLY HERE](#)

Workplace Writing (English Language) *(remote)*

Lika Pishtalova

Lika Pishtalova is an assistant professor at the Department of English and American Studies, Sofia University St. Kliment Ohridski. Her areas of research interests include translation studies, linguistic anthropology, and contrastive rhetoric. In addition to her academic work, L. Pishtalova has rich experience in designing and delivering corporate training courses in English for special purposes with a focus on workplace writing. Her portfolio features clients from various sectors, including governmental institutions, business entities, and NGOs. The trainer is also a certified language auditor advising on the development and implementation of foreign language management strategies in a corporate context. She has worked with public bodies and private companies in identifying corporate language needs, drawing up language profiles of staff and drafting corporate language strategies. Lika earned a bachelor's degree in English and American Studies and a master's degree in linguistics from Sofia University. Specialties: teaching, translation, interpreting, export communications review, language needs analysis, language profiling of staff, drafting of corporate language strategies.

DESCRIPTION

Workplace Writing has two equally important aims: to introduce participants to the basic principles of workplace writing and to develop their skills and confidence in planning, researching, drafting, revising, and editing workplace documents (business letters, memoranda, emails, project proposals, reports, news releases, etc.). The webinar focuses on various strategies for composing concise, targeted, and productive messages that accomplish business objectives. Particular attention is paid to tips and techniques for employing structure, format, and layout to improve persuasiveness and achieve maximum impact.

CONDUCTING UNIVERSITY

SOFIA UNIVERSITY
ST. KLIMENT OHRIDSKI



TIME AND DURATION

June 14

10:00-15.30
CET

5,5 hours

[APPLY HERE](#)

Leadership. How to be an effective team leader *(remote)*

**Barbara Smorczevska,
Malgorzata Chrupala-Pniak**

Both trainers are work and organizational psychologists with more than twenty years of experience in academic didactics. They work in the HR Department at the University of Silesia in Katowice and are experienced in managing teams, training, and organizational behaviour studies.

DESCRIPTION

The main aim of the training is to deepen reflection on one's leadership process and strengthen one's approach to developing it. Thus, understanding the process of effective leadership - with project management and teamwork components - is the main learning outcome of the workshop. The training will be conducted using activating methods (minimum 70% of the training duration), such as short games, pair work, case studies, role-playing, and mini-lectures.

CONDUCTING UNIVERSITY



TIME AND DURATION

June 15

12.00-14.30
CET

2,5 hours

[APPLY HERE](#)