

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

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.

Agenda

Programme available soon