



**Università
degli Studi
di Palermo**



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**Funded by
the European Union**

International Staff Week

– Erasmus+ Blended Intensive Programme –
“Soft Skills in Public Administration”

5th – 9th MAY 2025

Virtual component 15th and 29th April

WELCOME GUIDE

STAFF WEEK
5th – 9th MAY 2025

WELCOME GUIDE

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WELCOME TO PALERMO

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Right in the middle of Mediterranean Sea, Sicily and its beautiful capital, the City of Palermo has always represented a unique blend of different peoples, lifestyles, and cultures. Not only has it developed a rooted tradition of hospitality and social integrations over the centuries, but it has also been generating a strong creative and productive energy stemming from an authentically and traditionally multicultural, open and global society.

Palermo, the capital city of Sicily, is located in the heart of the Mediterranean Sea.



Built and grown over the course of centuries, Palermo conveys a range of diverse cultures and traditions, from the Phoenicians to the Romans, Arabs, Normans and Spanish-French people, until the recent unification within the Italian kingdom.

Nestled in La Conca d'Oro (the golden shell) and roughly embraced by Monte Pellegrino and Capo Zafferano, Palermo was declared “the most beautifully situated town in the world” by Oscar Wilde – rightly, in many people’s eyes. Walking within the narrow and characteristic streets of the city center you will also be able to smell and taste the flavours of Palermo street food. Colourful and picturesque, you will find small open shops selling food with their array of multicoloured awnings, their brightly painted stalls decked with assortments of fruit, vegetables or fish, lit with bare light-bulbs. To get the real soul of Palermo, take a walk at its markets. You will stroll through Ballarò market to reach Professa square with the baroque Casa Professa del Gesù church.

The ‘Vucciria’ market is certainly Palermo’s most famous, always bustling with colour and noise (which possibly gave rise to its name). Eventually, just beyond Massimo theatre you will find the Capo market, the most famous for the variety of spices and aromas.

HOW TO REACH PALERMO AND GETTING AROUND

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By plane:

Palermo - Punta Raisi Airport "Falcone e Borsellino". Located in an area named "Punta Raisi", it is approx. 30 km away from Palermo city centre.

<http://www.gesap.it/>

Trapani - Birgi Airport "Vincenzo Florio", 90 km away from Palermo.

<http://www.airgest.it/>

Catania Airport "Vincenzo Bellini". Located in Catania-Fontanarossa, it is 180 km away from Palermo.

<http://www.aeroporto.catania.it/>

From the Palermo Airport you can reach the city in three ways: by train, by taxi and by bus.

By taxi:

This service is available at the airport from 6.00 am to midnight and you can find all the taxis just outside the arrival terminal. The taxi from the airport to the central station costs around € 50,00.

Radio Taxi Trinacria: phone +39 091 6878 Radio taxi: phone +39 091 8481

TAXI SHARING

Two platforms are located at the arrivals area for the taxi sharing cars. The price is 10 euro per passenger.

The service is provided by the

Coop Trinacria (reservations: www.6878.it/taxi-sharing or Whatsapp +39 331-4296956) and by the

Coop Autoradio (reservations: www.taxi-palermo.com/taxi-sharing-palermo, or +39 091-8481 or Whatsapp +39 331-3284403).

By train:

The train station is located on the lower level of the airport terminal.

The ticket costs € 6,80 and can be purchased at the train departures (lower floor – Palermo airport) at the automatic machine or online

<https://www.trenitalia.com/>

It is not possible to buy the ticket on the train.

The train's rides run from the Airport to the Central Station every half an hour, from 5.00 am to midnight. The train runs from the Central station to the Airport from 4.00 am until 11:00 pm.

By bus

A special bus-shuttle (Prestia e Comandè) connects the airport to Palermo.

The bus runs from the Airport to the Central Station every half an hour, from 5.00 am to 1.00 am, and from Palermo Central Station to the airport from 3.30 am to 21.30 pm.

Ticket price is € 6.50, and tickets can be purchased at the bus stop or online. All times and details are available on the company website. www.prestiaecomande.it

Shopping

Many central shops are open all day from 9.00 a.m. to 8.30 p.m. and even on Sundays.

How to get to the International Office

International relations Office is situated at University Campus, Viale delle Scienze – Edificio 18 - Palermo

[Map here](#)

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PARTICIPATION TO THE STAFF WEEK

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Duration

Virtual component: 15th and 29th April 2025.
Physical component: 05th to 09th May 2025.

Language

Main working language will be English.

Enjoy your stay

The interactive map highlights historical and artistic attractions to visit.



A night walking tour is suggested through the historical center, from Massimo Theatre to Quattro Canti and the Cathedral.

Accommodation

The hotels included in this interactive map are suggested due their ideal location close to the Historical Downtown and the points of interest for the event.



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Virtual component agenda (2 meetings of 2 hours each)

TUESDAY, 15th APRIL

10:00 - 11:00	Presentation of UniPa and the International Relations Office Presentation of the project " Soft Skills in Public Administration"
11:00 - 12:00	Get to know each other - Introduction of the participants

[link to the meeting](#)

TUESDAY, 29th APRIL

10:00 - 11:00	What are Soft Skills Training needs analysis
11:00 - 12:00	The role of Soft Skills in Public Administration - priorities of the European Commission Presentation of the Job shadowing activity and the sectors

[link to the meeting](#)

Physical component agenda

MONDAY, 5TH MAY - Venue: Sala Lanza - Botanical Garden

09:30 -10:00	Welcome coffee and registration
10.00 - 11.00	Opening Ceremony
11:00 - 13:00	Visit of the Monumental complex of the Steri
13.00 - 14:00	Light lunch
14:00 - 15:30	Presentation of the Agenda and Introduction of the participants
15:30 - 16:30	Introduction of the participants "Soft Skills": expectations

TUESDAY, 6TH MAY - Venue: Sala Lanza - Botanical Garden

9:30 - 11:00	The Fundamental Emotions (ref. P. Ekman, Inside Out) Cognitive Intelligence vs Emotional Intelligence (ri.f D. Goleman)
11:00 - 11:30	Coffee Break
11:30 - 13:00	Group exercise – Emotions: share the experience on the stage
13:00 - 14:00	Lunch break

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14:00 - 15:30	Definition of Soft Skills: what they are, how they work, how they can be reinforced
15:30 - 16:00	Coffee Break
16:00 - 17:00	Group exercise Which Soft Skills best fit your job? Share the experience

WEDNESDAY, 7TH MAY - Venue: Sala Lanza - Botanical Garden

10:00 - 13:00	Job shadowing
13:00 - 14:00	Lunch break
14:00 - 15:00	Feedback session on the job shadowing
15:00 - 15:30	Coffee Break
15:30 - 17:00	Pragmatics of Human Communication (ref P. Watzlawick, MRI Palo Alto) Axioms, verbal, para-verbal and non-verbal Individual exercise - Non-verbal communication (Gestures in Italian culture)

THURSDAY, 8TH MAY - Venue: Sala Lanza - Botanical Garden

09:30 - 11:00	Group Exercise – Non-Verbal Communication (gestures and referents in your culture)
11:00 - 11:30	Coffee break
11:30 - 13:00	Personal and corporate values: what they are, how to identify and communicate them Group exercise – Vision, Mission and Corporate Culture
13:00 - 14:00	Coffee Break
14:00 - 17:00	Visit to Gemmellaro Museum

FRIDAY, 9TH MAY - Venue: Sala Lanza - Botanical Garden

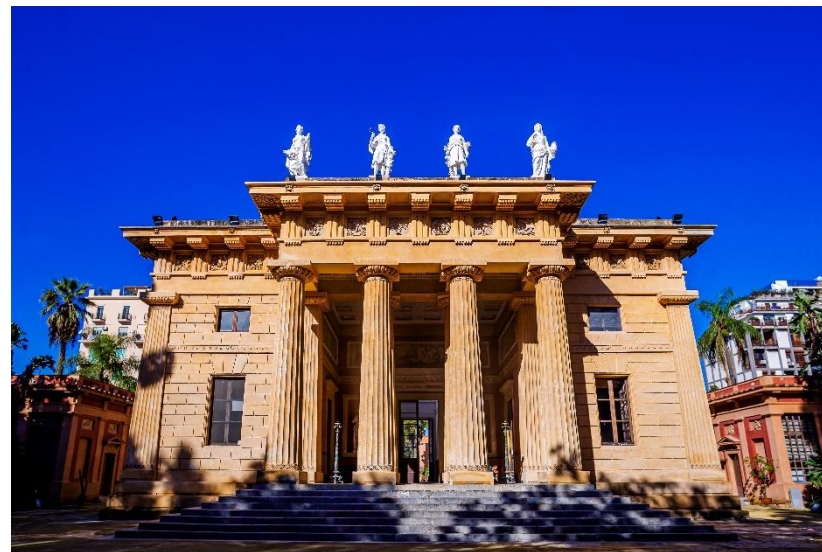
09:00 - 10:30	Team Building & Team Working Time Management & Gantt Chart Group Exercise – Let's Organize a Rock Music Festival
10:30 - 11:00	Coffee Break
11:00 - 12:30	Debriefing and closing
12:30 - 13:30	Light Lunch
13:30	Visit to the Botanical Garden

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CI VEDIAMO A PALERMO



the Botanical Garden



the Monumental complex of
the Steri

