

Lesson 8 – Dip B2 – Tuesday, 14th April, 2026 – Notes from today's lesson

Homework:

Watch a Ted Talk of your choice (<https://www.ted.com/>)

Reminder

To remind

I was housebound for three months

On sick leave

To put boundaries around my private life

Parental leave

Kindergarten

Stroller/pusher

Group One is composed of five colleagues from different university offices, working in administrative and technical roles.

Alessio Giacco is a surveyor and works in the Buildings Division.

Gabriele Paoli is a technician working at CISUP.

Greta Stefanelli is an administrative employee working in the university computing system.

Carla Papa is a technologist working in the research unit.

Arianna Pecorini is an administrative employee working/who works in the Rector's Office.

Group 2

Alessandra M. works at the Medical Area Directorate (DAM) and she's in the [accountability]/accounting unit which makes orders for research and she pays invoices.

Alessio works at the Botanic Garden of Pisa as AN assistant curator. He's involved in the general management of the living collections.

Agnese works at Teaching and Students Affairs and Internationalization and she manages the post-graduate student careers, in particular teacher training, also for students with a disability.

Alessandra V. works at Polo Fibonacci at the Students Affairs secretariat and, in particular, she manages administrative procedures for students that belong to the Economics and Management department.

Emiliano works for the *Planning, Organization and Evaluation Office* under the General Manager. He works in data processing and to support decision-making through data analysis and reports.

Our common challenge is to excel/Excelling is our common challenge in our work. Seriously, for us, the daily relationship with internal and external users such as students, companies, professors and governing bodies is challenging.

At the core of our work is caring for the uniqueness of each individual.

Understanding English is important

It is important to understand English

Group 3

Our group is composed/made up of 4 people: Paolo, Paola, Andrea and Roberta.

There are 4 people in our group:

Paolo works at the Innovation and Culture Dissemination Centre. His main tasks involve administrative and communication activities for the centre. In particular, he's involved in social impact, valorisation of knowledge and public engagement. Paolo's challenge is to try and build a good work environment where people are happy to work.

Paola works in the Finance Department, and her job consists principally of preparing the budget and the final balance sheets of the University of Pisa. Furthermore, she coordinates different administrative staff units. Paola's challenge is to be able to work in harmony with her colleagues.

Then, there is Andrea, who works at the E. Piaggio Research Centre. He manages a 3D printer and a machine tool to produce mechanical parts to realise robots and prosthetic hands. My challenge is to transform the students' ideas into real prototypes.

Finally, we have Roberta, who is the museum curator at the Botanical Garden. Her main duty is to preserve the old Museum collections, such as the wax models, historical educational tables and the historical heritage archive. Roberta's challenge is to make people understand the importance of preserving and studying documents from the past to better interpret the present.

Alessandra Marchetti, Agnese Panigada, Alessandra Viviani, Alessio Mo

We do not have a fixed daily routine, but we usually start our day by checking emails.

Greta's main activities include purchasing licenses for university needs through public procurement and managing invoice payments.

Carla's main activities focus on the technical and financial management of funded research projects.

Alessio is responsible for taking care of the buildings in the engineering area.

Gabriele focuses on CISUP laboratory maintenance.

Arianna manages appointments with university foundations and consortia.

To be honest, while nothing is ever truly easy, our greatest challenge is communicating with the professors and the University administration.

As a team leader/manager, what 5 good practices would you introduce at work to improve staff wellbeing in the interest of productivity and efficiency?