FUB International Staff Training Week 2024
June 10 – June 14, 2024

How to onboard new (international) staff members and keep them
### Monday, June 10

**Welcome to Freie Universität Berlin’s 12th International Staff Training Week**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>11:00</td>
<td>Arrival of participants and registration</td>
</tr>
<tr>
<td>12:00</td>
<td><strong>Official Welcome</strong> by Vice President International Affairs&lt;br&gt;Prof. Dr. Verena Blechinger-Talcott</td>
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<tr>
<td></td>
<td><strong>Welcome and presentation of Freie Universität Berlin</strong>&lt;br&gt;Dr. Herbert Grieshop, Head of International Affairs Division</td>
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<tr>
<td>13:00</td>
<td>FUB’s International Staff Training Week and its different tracks&lt;br&gt;&lt;br&gt;Meet the organizing team(s)</td>
</tr>
<tr>
<td>13:15</td>
<td><strong>Group Picture</strong></td>
</tr>
<tr>
<td>13:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>14:30</td>
<td><strong>Scavenger Hunt</strong> on FUB Campus</td>
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<tr>
<td>17:00</td>
<td>End of Welcome Day</td>
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### Tuesday, June 11

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>09:30</td>
<td>Welcome &amp; getting to know each other&lt;br&gt;Program overview</td>
</tr>
<tr>
<td>10:45</td>
<td>Coffee break</td>
</tr>
<tr>
<td>11:00</td>
<td>Setting the scene I: The German University System</td>
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<tr>
<td>12:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>13:30</td>
<td>Setting the scene II: Challenges facing the current labor market – Brainstorm in groups</td>
</tr>
<tr>
<td>14:30</td>
<td>Introducing FUB’s Welcome Service: How we support new staff members</td>
</tr>
<tr>
<td>15:00</td>
<td>Coffee break</td>
</tr>
<tr>
<td>15:30</td>
<td>Onboarding new staff members: Best practice examples</td>
</tr>
<tr>
<td>17:00</td>
<td>End of program</td>
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</tbody>
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# Wednesday, June 12

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>09:30</td>
<td>Onboarding best practice examples: Discussion</td>
</tr>
<tr>
<td>10:00</td>
<td>Staff retention methods at FUB: Inputs from key players</td>
</tr>
<tr>
<td></td>
<td><em>Staff Development Team</em></td>
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<tr>
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<td><em>Center for Continuing Education</em></td>
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<td></td>
<td><em>Dual Career &amp; Family Service</em></td>
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<td></td>
<td><em>University Sports Center</em></td>
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<tr>
<td>12:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>13:00</td>
<td>Staff retention: Best practice examples</td>
</tr>
<tr>
<td>13:45</td>
<td>Take aways from day 2</td>
</tr>
<tr>
<td>14:00</td>
<td>End of program – free afternoon for individual appointments and activities</td>
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<tr>
<td>17:00</td>
<td>Optional Event: Berlin Boat Trip</td>
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# Thursday, June 13

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>09:30</td>
<td>Supporting international staff: The trials and tribulations of getting settled in Germany</td>
</tr>
<tr>
<td></td>
<td>Challenges faced in other countries</td>
</tr>
<tr>
<td>10:30</td>
<td>Coffee break</td>
</tr>
<tr>
<td>11:00</td>
<td>Supporting international staff: Best practice examples</td>
</tr>
<tr>
<td>12:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>14:00</td>
<td>Bringing it all together: Interactive mapping an international staff member’s journey</td>
</tr>
<tr>
<td>15:30</td>
<td>Coffee break</td>
</tr>
<tr>
<td>16:00</td>
<td>Take aways from day 3</td>
</tr>
<tr>
<td></td>
<td>Program wrap up</td>
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<tr>
<td>17:00</td>
<td>End of program</td>
</tr>
<tr>
<td>18:00</td>
<td>optional social activity</td>
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**Team Event at FUB’s Aquatic Sports Center & Farewell**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9:30</td>
<td>Meeting at the FUB Aquatic Sports Center, welcome, introduction, preparation of team (and individual) activities: pedal boat, kayak, stand-up-paddling, sailing, surfing, wingfoil as well as many activities on land</td>
</tr>
<tr>
<td>10-12:30</td>
<td>2 rounds of activities</td>
</tr>
<tr>
<td>12:30</td>
<td>Wrap-up &amp; Award of Certificates</td>
</tr>
<tr>
<td>13:00</td>
<td>Lunch and End of program</td>
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* events marked in grey are joint events for the whole group / participants of all tracks