

**Erasmus+ International Staff
Training Week 2022**

June 13 - June 17, 2022

**Welcome Service, Personnel Development & Continuing
Education: *Onboarding and Staff Retention***

Monday, June 13

Erasmus+ ICM /worldwide grantees:

10:00 Grant payment at Kaiserswerther Straße 16-18, 14195 Berlin

Welcome to Freie Universität, Welcome to FUB's 10th International Staff Training Week
Restaurant Fischerhütte am Schlachtensee, Fischerhüttenstraße 136, 14163 Berlin

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| 12:00 | Arrival of participants and registration |
| 12:20 | Welcome address and presentation of Freie Universität Berlin
<i>Dr. Herbert Grieshop, Head of International Office</i> |
| 13:00 | Lunch |
| 14:00 | Sportive Intervention
<i>Sylvia Ndoye, International Office</i> |
| 14:15 | Meet & Greet |
| 15:30 | Group picture |
| 15:45 | End of program |



Tuesday, June 14

9:30	Meet at International House (room will be signposted) <i>Ehrenbergstraße 26/28, 14195 Berlin</i> Welcome, Introductions and Program Overview
11:00	Coffee break
11:15	The German University System
12:00	Lunch
13:15	Why is onboarding important and what makes an onboarding process successful? <i>Brainstorm in groups</i> Best practice examples <ul style="list-style-type: none">• Karina Ricaurte (Universidad de los Andes): Good practices in attracting talent during the pandemic, actions aimed at achieving a good onboarding process
14:20	Coffee break
14:40	Best practice examples <ul style="list-style-type: none">• Nada Miry (The American University in Cairo): Examples of challenges faced in daily operations, best practices in terms of the onboarding process during Covid• Helene Fyfe (McGill): The candidate experience in McGill's recruitment, onboarding, and "after-service" program• Aya Hamed (Ain Shams University): A welcomed and supported staff member is more effective and useful to the team
15:45	Discussion & take aways of day 1
18:00	Summer Reception International Week 2022 Opening by FUB President Prof. Dr. Günter M. Ziegler Harnack-Haus, Ihnestraße 16-20, 14195 Berlin



Wednesday, June 15

- 9:30 Onboarding in theory
- Moritz Schulze (FUB Welcome Service): Breaking down the onboarding process

Best practice examples

- Yafit Johnston (Tel Aviv University): Senior staff recruitment and onboarding process at Tel Aviv University
- Cara Hales (University of the Arts London): Onboarding and induction journey at UAL

Followed by discussion

10:45 Coffee Break

11:00 **Staff retention methods**
Discussion on groups

12:00 Lunch

13:15 **Staff retention at FUB**

- Lilith Wanner-Mack (FUB Personnel Development) & Nicholas Hübner (FUB Center for Continuing Education)

Take aways from day 2

14:00 End of official program

17:00 Berlin Boat Trip (optional event)

*Optional meeting point on campus:
16:00 Student Service Center, Illitsstraße 4, 14195 Berlin*

Thursday, June 16

09:30 **Willkommenskultur & supporting international staff at FUB**

- Kirsten Schmiester (FUB Welcome Service): Introducing FUB's Welcome Service



Best practice example

- Jannike Døvre (Oslo Metropolitan University): Own experiences of working abroad

Followed by discussion

10:30	Coffee break
10:45	Supporting international staff <i>World café with 3 tables</i>
	Presentation of ideas
12:00	Lunch break
13:15	Exercise: Create an onboarding and retention journey
14:00	Coffee break
14:30	Summary & program round up
16 - 21:00	FUB Summer Party <i>Fabeckstraße 23/25, 14195 Berlin</i>
17:15	CampusRun for registered participants <i>Fabeckstraße 23/25, 14195 Berlin</i>

Friday, June 17

Team Event at FUB's Aquatic Sports Center & Farewell

9:30	Meeting at the FUB Aquatic Sports Center, welcome, introduction, preparation of team (and individual) activities, such as 10-person canoe, kayak, stand-up-paddling as well as many activities on land
10-12:30	2 rounds of activities
12:30	Wrap-up & Award of Certificates
13:00	Lunch and End of program

* events marked in grey are joint events for the whole group / participants of all four tracks