

FUB International Staff Training Week 2025

June 23 – June 27

**Onboarding and Retaining New (International) Staff Members:
Building Your Toolkit**



Monday, June 23

Welcome to Freie Universität Berlin's 13th International Staff Training Week

Venue: Freie Universität Berlin, Henry-Ford-Building, Garystraße 35, 14195 Berlin

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| 11:30 | Arrival of participants and registration |
| 12:00 | Welcome address by Vice President International Affairs
Prof. Dr. Verena Blechinger-Talcott
Welcome and presentation of Freie Universität Berlin
Dr. Herbert Grieshop, Head of International Affairs Division |
| 13:00 | Welcome by FUB's International Staff Training Week-Organizing Team |
| 13:20 | Group Picture |
| 13:30 | Lunch |
| 15:00 | Scavenger Hunt on FUB Campus |
| 18:00 | International Summer Reception
Henry-Ford-Building, Garystraße 35, 14195 Berlin |

Tuesday, June 24

Venue: International House, Room 031, Ehrenbergstraße 26/28, 14195 Berlin

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| 9:30 | Welcome & getting to know each other
Program overview |
| 10:00 | The framework in which we operate: (Intercultural) challenges faced by local staff and new international staff joining our institutions |
| 10:45 | Coffee break |
| 11:00 | Handling intercultural challenges: Analyzing Critical Incidents using the CPSI model |
| 12:30 | Lunch |
| 14:00 | Introducing FUB's Welcome Service: How we support new staff members |
| 14:30 | The Onboarding Process in theory |
| 14:45 | Coffee break & ice breaker |

15:15	The Onboarding Process in practice: Best practice examples from participant's home institutions
16:30	End of program

No scheduled activities. Enjoy a free evening to explore the city or relax.

Wednesday, June 25

Venue: International House, Room 031, Ehrenbergstraße 26/28, 14195 Berlin

9:30	Good morning & check-in
10:00	Staff retention methods at FUB: Inputs from key players
11:30	Lunch
12:30	Staff retention: Best practice examples from participant's home institutions
13:00	Implementing staff retention methods at your institution: Brainstorm in groups
14:00	End of program – free afternoon for individual appointments and activities
17:00	Optional Event: Berlin River Cruise

Thursday, June 26

Venue: International House, Room 031, Ehrenbergstraße 26/28, 14195 Berlin

9:30	Good morning & check-in
09:45	Experiencing the trials and tribulations of getting settled abroad: A simulation
10:30	Coffee break & group photo
11:00	Supporting international staff: Panel discussion
12:00	Lunch
13:30	Supporting international staff: Best practice examples from participant's home institutions
14:30	Intercultural trainings in university settings

15:00 Summary & program round-up

16:00 Freie Universität Berlin Summer Party 2025 and CampusRun

Friday, June 27

Team Event at FUB's Water Sports Center & Farewell

Venue: Water Sports Center, Badeweg 7A, 14129 Berlin

9:30 Meeting at the Water Sports Center, welcome, introduction, preparation of team (and individual) activities: pedal boat, kayak, stand-up-paddling, sailing, surfing, wingfoil as well as 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 tracks