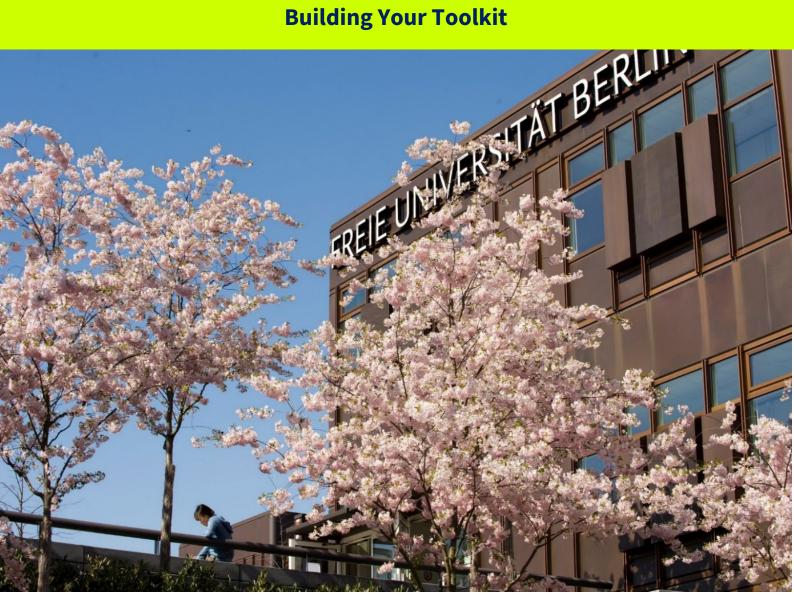


# **FUB International Staff Training Week 2025**

June 23 – June 27

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







## Monday, June 23

## Welcome to Freie Universität Berlin's 13<sup>th</sup> International Staff Training Week

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

11:30	Arrival of participants and registration
12:00	<b>Welcome address</b> 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

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