

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

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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 to FUB's International Staff Training Week
Meet the organizing team |
| 13:20 | Group Picture |
| 13:30 | Lunch |
| 15:00 | Scavenger Hunt on FUB Campus |
| 18:00 | International Summer Reception
Harnack House |

Tuesday, June 24

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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
model | 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

18:00 Optional Event: An evening out with your track

Wednesday, June 25

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

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 Aquatic Sports Center & Farewell

9:30	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
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