

FUB International Staff Training Week 2025

June 23 – June 27

**Job Shadowing in Translation and Editing Services:
Professional Standards and Practices**



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

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| 9:30 | Team Shadowing Session Day 1: General introduction to our office and our daily operations. Day 1 allows us to get know each other and become more familiar with our different professional backgrounds and current work situations. |
| 17:00 | End of program |

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

Wednesday, June 25

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| 9:30 | Team Shadowing Session Day 2: Immerse yourself in the daily operations of our team. Day 2 provides an opportunity for hands-on activities at individual workstations, with participants gaining first-hand experience of the work that goes into providing professional language services at a university. |
| 14:00 | End of program – free afternoon for individual appointments and activities |
| 15:30/17:00 | Optional Event: Berlin River Cruise |

Thursday, June 26

9:30 **Team Shadowing Session Day 3:** Immerse yourself in the daily operations of our team. Engage in discussions on topics such as style guides, AI, intercultural communication, and the role of networking. We welcome you to contribute to these discussions with your own opinions and experiences, and to ask questions of your own.

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