

# FUB International Staff Training Week 2024

June 10 – June 14, 2024

**How to onboard new (international)  
staff members and keep them**



## Monday, June 10

### Welcome to Freie Universität Berlin's 12th International Staff Training Week

- 11:00 Arrival of participants and registration
- 12:00 **Official Welcome** 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 FUB's International Staff Training Week and its different tracks  
**Meet the organizing team(s)**
- 13:15 **Group Picture**
- 13:30 Lunch
- 14:30 **Scavenger Hunt** on FUB Campus
- 17:00 End of Welcome Day

## Tuesday, June 11

- 09:30 Welcome & getting to know each other  
Program overview
- 10:45 Coffee break
- 11:00 Setting the scene I: The German University System
- 12:00 Lunch
- 13:30 Setting the scene II: Challenges facing the current labor market – Brainstorm in groups
- 14:30 Introducing FUB's Welcome Service: How we support new staff members
- 15:00 Coffee break
- 15:30 Onboarding new staff members: Best practice examples
- 17:00 End of program

### Wednesday, June 12

- 09:30 Onboarding best practice examples: Discussion
- 10:00 Staff retention methods at FUB: Inputs from key players  
*Staff Development Team*  
*Center for Continuing Education*  
*Dual Career & Family Service*  
*University Sports Center*
- 12:00 Lunch
- 13:00 Staff retention: Best practice examples
- 13:45 Take aways from day 2
- 14:00 End of program – free afternoon for individual appointments and activities
- 17:00 Optional Event: Berlin Boat Trip

### Thursday, June 13

- 09:30 Supporting international staff: The trials and tribulations of getting settled in Germany  
Challenges faced in other countries
- 10:30 Coffee break
- 11:00 Supporting international staff: Best practice examples
- 12:30 Lunch
- 14:00 Bringing it all together: Interactive mapping an international staff member's journey
- 15:30 Coffee break
- 16:00 Take aways from day 3  
Program wrap up
- 17:00 End of program
- 18:00 optional social activity

**Friday, June 14**

**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