

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

Location: Henry-Ford-Building, Garystraße 35, 14195 Berlin, first floor, lecture hall C

- 11:30 Arrival of participants and registration
- 12:00 **Welcome address and presentation of Freie Universität Berlin**
Dr. Herbert Grieshop, Head of International Affairs Division
- 12:45 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
- 16:30 **Our Climate and the Global Responsibility of Universities**
Keynote by Dr. Stefanie Kaboth-Bahr followed by Q&A with the audience
Welcome and Opening Words by Vice President International Affairs
Prof. Dr. Verena Blechinger-Talcott
- 18:00 **Reception**

Tuesday, June 11

Location: International House, Ehrenbergstraße 26/28, ground floor, Room 009

- 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
- 18:00 Optional Event: Walking Tour Historical Berlin: Brandenburg Gate to Potsdamer Platz (for a limited number of participants, upon prior registration)

Wednesday, June 12

Location: International House, Ehrenbergstraße 26/28, ground floor, Room 009

- 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
- 14-15:30 Optional Event Afternoon: regional get-togethers
Meet with FUB's regional officers / heads of liaison offices for India, North America, Eastern Europe/Central Asia, East Asia, Near East, Israel and the Una Europa Alliance – more information to follow
- 17:00 Optional Event Evening: River Cruise: "Historic Berlin City Cruise" (prior registration required)
- 18:00 Alternative (!) Optional Event Evening:
"Ukraine's Recovery in times of war"
Lecture by Jaco Cilliers, Resident Representative of the United Nations Development Programme (UNDP) in Ukraine, followed by Q&A and reception
Henry-Ford-Building, Lecture Hall B, Garystraße 35, 14195 Berlin

Thursday, June 13

Location: International House, Ehrenbergstraße 26/28, ground floor, Room 009

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
17:30	Optional Event 1: Join Freie Universität's Queer Staff Network for an evening out. Advanced registration recommended. Details to follow. Allies welcome!
18:00	Optional Event 2: Walking Tour Alternative Berlin – Clubbing culture and cultural free spaces (for a limited number of participants, upon prior registration)

Friday, June 14

Team Event at FUB's Water Sports Center & Farewell

Location: FUB Water Sports Center, Badeweg 3, 14129 Berlin

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