

# 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 **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

*Venue: International House, Room 031, Ehrenbergstraße 26/28, 14195 Berlin*

9:30 Welcome, introduction to the program & getting to know each other

10:45 Coffee break

11:00 Introducing FUB's Welcome Service: How we support new staff members

11:20 The 5 C's of Onboarding: Group work

12:00 Lunch

13:00 The Onboarding process: Best practice examples - partner presentations

13:45 Teambuilding exercise: The Triangle of Commonalities

14:45 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
12:00	Lunch
13:00	Staff retention: Best practice examples - partner presentations
13:15	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
10:00	Supporting international staff: Best practice examples - partner presentations
10:30	Coffee break & group photo
11:00	Handling intercultural challenges: Analyzing critical incidents using the CPSI model
12:00	Lunch
13:00	Supporting international staff: Best practice examples - partner presentations
13:30	Bringing it all together: Planning an international staff member's journey
14:30	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