

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

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

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

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| 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