

Dear colleagues,

We are very happy to inform you that Freie Universität Berlin plans to host the 12th edition of its International Staff Training Week from June 10 to 14, 2024 on campus in Berlin.

We cordially invite you to share the below invitation with your university's professionals working in communication and marketing, innovation offices, libraries, welcome services for staff and international affairs or that work in strategy and leadership positions to join the FUB Staff Week to network, discuss and share experiences and best practices with representatives from partner institutions from all over the globe.

Information on the program, the number of spots available per program as well as the application process can be found in the email below and on our website:

<https://www.fu-berlin.de/en/international/faculty-staff/mobility-staff/staff-week/International-Week-2024>

We look forward to receiving applications from your institutions! ☺

With warm wishes from Berlin

Stefanie, Jasmina and everyone at FUB involved in organizing the six different programs ☺

Invitation to FUB's International Staff Training Week 2024, June 10-14

Are you a professional working in Communication and Marketing, Innovation Offices, International Offices, University Libraries, Strategy and Leadership or Welcome Services for Staff?

We are happy to invite you to participate in [Freie Universität Berlin's 12th International Staff Training Week](#), which will take place for five full days from June 10 to June 14, 2024.

Five units of Freie Universität Berlin's central university administration, the Office of Communication and Marketing, Profund Innovation, the University Library, the Welcome Service within FUB's Personnel Division as well as the Office of International Affairs have created a total of six interactive programs to engage with colleagues from all over the world during the five-day event. The programs will allow enough time for sharing expertise, developing competences and peer learning as well as for networking, strengthening partnerships and socially interacting with colleagues from all tracks.

Discover the tracks:

[From AI to X: New Developments in University Communication and Marketing](#)

[The pulse of Innovation at Profund Innovation](#)

[Ask AI? Libraries after Digital Transformations](#)

[Embracing Mobility: For Those Who Move and Those Who Stay](#)

[Strategy and Leadership \(not only\) in International Relations: Defining purpose, creating impact, and maintaining motivation](#)
[How to onboard new \(international\) staff members and keep them](#)

The FUB International Staff Training Week is **targeted at staff from supporting offices** at higher education institutions in the field of **communication and marketing, welcome services for staff (which includes personnel development and continuing education), university libraries, innovation offices, colleagues working in international offices (at central or departmental level) or strategy and leadership**. We highly appreciate if colleagues are willing to share good practices and actively contribute to the program.

Registration

If you are interested in participating in one of the tracks, we invite you to fill in the [online application form](#) on our website. The **deadline for applications is February 5, 2024**. The selection will be made on the basis of the information provided in the application form and **the results will be emailed to all applicants in early March 2024**. Please do not make travel arrangements before your participation is confirmed.

The **programs are draft programs** that will be updated in the upcoming months to also include input and good practice from participants.

A **candidate** who takes part in a track of the International Staff Training Week:

- has relevant work experience in some topics formulated in the program;
- formulates and develops his/her personal learning questions regarding the main topic of the programme;
- is prepared to share good practices, to actively share and contribute ideas from his/her own context
- is employed at an international partner institution of Freie Universität Berlin

The **language of the Staff Training Week is English**, so fluency in English (speaking, listening, reading, writing) is required.

In case of questions, remarks, or other issues, please do not hesitate to contact the Erasmus+ Staff Mobility Team:

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