

INTERNATIONAL STAFF EXCHANGE WEEK 2018

PROGRAMME preliminary 19 - 23 November 2018

	MONDAY 19. Nov	TUESDAY 20. Nov	WEDNESDAY 21. Nov	THURSDAY 22. Nov	FRIDAY 23. Nov
9.00		GERMAN LESSON Introduction to German language	WORKSHOP »Intercultural communication«	WORK SHADOWING II	WRAP-UP MEETING
10.30					
11.00		WORK SHADOWING I			
12.30		Meet your counterpart at Bauhaus-Universität Weimar	Fun and practical introduction to	Visits to administrative units at Bauhaus-Universität / Work shadowing with your counterpart	feedback, certificates, paperwork
	- lunch -	- lunch -	- lunch -	- lunch -	- lunch -
14.00	OPENING »Welcome at Bauhaus-Universität Weimar« Welcome adress, presentation of institution	SESSION »Insights into daily practice« Participants presentations Sharing good practices	SESSION »Internationalisation of administration« Presentation of admINT - personnel and organisational development project at Bauhaus-Universität Weimar	SESSION »Reflecting Work Shadowing experiences« Exchange of insights and experiences	
15.30	Icebreaker and first acquaintance				
16.00	GUIDED TOUR »University Campus« Explore the facilities of Bauhaus-Universität Weimar	GUIDED TOUR »Anna Amalia Library« Historic Buidling & Rokoko Hall		GUIDED TOUR »Bauhaus Walk« Follow the traces of the early Bauhaus	
17.30					
19.00	WELCOME RECEPTION Dinner				