

**How to really benefit**

# Staff Training Weeks



Marlene Wahlmüller  
Head of Undergraduate Exchange and  
International Short Programs Division

Christa Karner  
Program Manager

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# Why



- Increase in requests for visits by **administrative staff**
- Enhancing staff mobility is key to the **internationalisation** of the institution

1 day event

2 day event

joint week

- Target group: international office staff
- Content: workshops, discussions, intercultural exchange



# Expected outcomes



# Organization of the JIW



**JIW**

Common final selection of participants

UEBA invited/pre-selected UEBA  
partner universities

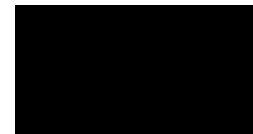
WU invited/pre-selected WU  
partner universities

UEBA planned program at UEBA

WU planned program WU

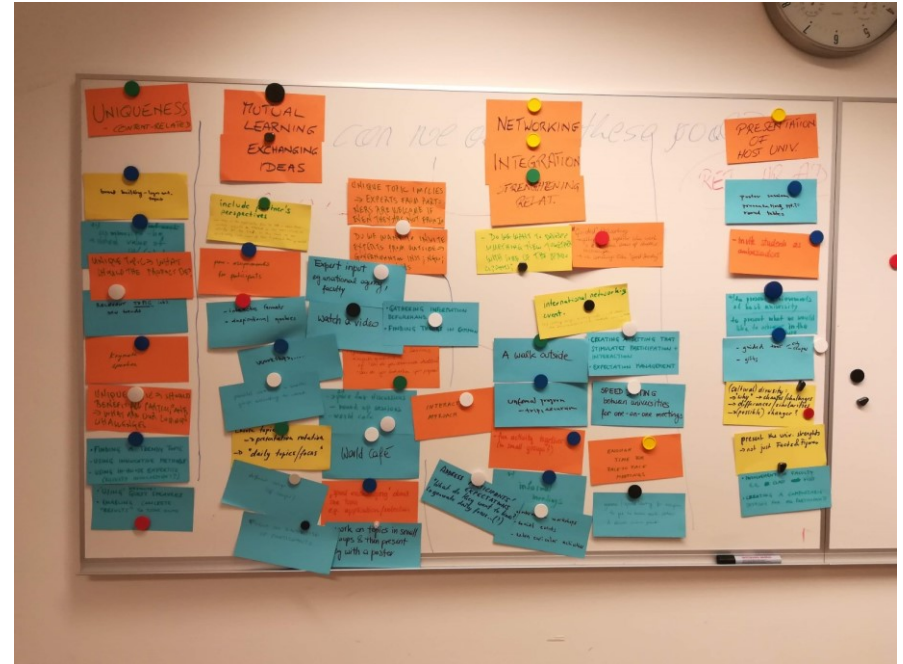
**Common planning of organizational and content-related issues**

# Program of the JIW 2019



	Location	Program
1 <sup>st</sup> day	Bratislava	<ul style="list-style-type: none"><li>• Opening session</li><li>• Introduction to host universities</li><li>• Poster session of participants' home institutions</li><li>• Campus tour</li><li>• Guided city tour</li><li>• Dinner</li></ul>
2 <sup>nd</sup> day	Bratislava	<ul style="list-style-type: none"><li>• Workshop (Innovations in International Academic &amp; Research Cooperation)</li><li>• Museum visit</li></ul>
3 <sup>rd</sup> day	Bratislava/ Vienna	<ul style="list-style-type: none"><li>• Workshop (Team work in mobility)</li><li>• Transfer to Vienna</li><li>• Guided city tour of Vienna</li></ul>
4 <sup>th</sup> day	Vienna	<ul style="list-style-type: none"><li>• Welcome at WU</li><li>• International Exchange Lounge</li><li>• Campus tour</li><li>• Workshop (Semester Exchange vs. Short programs – new trends?)</li><li>• Dinner</li></ul>
5 <sup>th</sup> day	Vienna	<ul style="list-style-type: none"><li>• Keynote speech and discussion (New developments in student mobility)</li><li>• Wrap-up</li><li>• Closing session</li></ul>

# Program development



# Evaluation/Feedback – how to benefit



- Positive feedback:
  - networking
  - 2 destinations in 1 week
- Recommendations:
  - Involvement of other university staff
  - Input from participants
  - Overall topic > work on project



VIENNA UNIVERSITY OF  
ECONOMICS AND BUSINESS

**INTERNATIONAL OFFICE**

Welthandelsplatz 1, 1020 Vienna, Austria

**MARLENE WAHLMÜLLER**  
**CHRISTA KARNER**

T +43-1-313 36-4310  
marlene.wahlmueller@wu.ac.at  
christa.karner@wu.ac.at

[www.wu.ac.at](http://www.wu.ac.at)