



# Englisch für Personalreferate an deutschen Hochschulen (Aufbaukurs)

29<sup>th</sup>-30<sup>th</sup> June 2023

Venue: BigBlueButton

## Preliminary Programme

### Day 1

- 9:30 a.m.      **Welcome and introduction**
- 9:45 a.m.      **Session 1: "Getting started"**  
Warm up. Revision of appropriate vocabulary and phrases for professional field.
- 11:00 a.m.     **Coffee break**
- 11:30 a.m.     **Session 2: "Introduction to HR at German universities"**  
Different types of employees at universities. Legal regulations and framework for HR at universities. Relevant vocabulary and phrases.
- 1:00 p.m.      **Lunch**
- 2:00 p.m.      **Session 3: "Recruitment and selection, including appointment procedure for new professorships"**  
Job description and person specifications. Preparation of relevant paperwork. Handling questions on the phone and by email.
- 3:30 p.m.      **Coffee break**
- 4:00 p.m.      **Session 4: "Employee and labour law"**  
Employment contracts and working conditions at universities, and collective bargaining agreements. Specifics of part-time, fixed-term, guest contracts, and the tenure system. Maternity/ parental leave, and other labour law regulations.
- 5:15 p.m.      **Wrap-up and input for day 2**  
Reflection on issues that have emerged and gathering participants' suggestions for tomorrow's sessions.
- 5:30 p.m.      **End of day 1**





## Day 2

- 9:00 a.m.      **Introduction to day 2**  
Summary of key issues and today's agenda.
- 9:15 a.m.      **Session 5: "Compensation and benefits"**  
Types of compensation and benefits packages. Legal and tax considerations. Reimbursement of travel expenses. Relevant vocabulary and phrases.
- 10:30 a.m.     **Coffee break**
- 11:00 a.m.     **Session 6: "Intercultural communication in the university workplace"**  
Cultural differences in communication and expectations. Understanding unconscious bias. Strategies for building intercultural competence. Discussion of critical incidents.
- 12:45 p.m.     **Lunch**
- 1:00 p.m.      **Session 7: "On- and offboarding at universities"**  
Induction and onboarding processes. Exit interviews and feedback collection. Handling redundancies, resignations, and retirements. Knowledge management, documentation, and legal considerations.
- 2:45 p.m.      **Coffee break**
- 3:00 p.m.      **Session 8: "Employee relations and conflict management: Challenges and best practices."**  
Understanding and managing workplace conflict. Handling difficult conversations and situations. Employee grievances and disciplinary procedures.
- 4:15 p.m.      **Closing round and review: Where can we go from here?**  
Concluding remarks and evaluation.
- 4:30 p.m.      **End of workshop**

## Organization and Head of Department:

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