

5th International Non-Teaching Staff Week at Metropolia “Expertise through Innovations”

Preliminary Programme 1.-5.6.2015

Monday 1 June: Welcome to Helsinki and Metropolia

<i>Morning</i>	<i>Arrival to Helsinki</i>
15-16	Get together: meet the Staff Week participants & hosts
16-17	Introduction to the Finnish culture
17-19	<i>Short sightseeing walk in the Helsinki city centre (optional)</i>

Tuesday 2 June: Introduction - Services at Metropolia

09-11	Welcome words, Presentation of Metropolia
11-12	Services for (exchange) students at Metropolia
12-13	<i>Lunch</i>
13-14	Introduction to the Finnish language
14-15	HR services for Metropolia staff <i>Possibility for individual meetings</i>
19-22	Welcome dinner

Wednesday 3 June: Innovations

09-11	RDI at Metropolia
11-12	Student innovation projects for corporations
12-13	<i>Lunch</i>
13-16	Kick off for unit-specific visits: introduce your work and home institution

Thursday 4 June: Unit-specific visits

Division into groups: unit-specific visits to one of Metropolia's support services: Communications and Marketing Unit, HR Services, International Office, IT Services, Library and Information Services, Strategy Unit, Student Affairs Office & Admissions Services

Friday 5 June: Conclusion

09-11	Inspirational keynote speaker
11-13	Discussion and evaluation of the week, Handing out the Erasmus certificates
13-14	Farewell lunch
->	Departure

The topics and schedule are subject to change. The final programme will be sent directly to the selected participants.

Metropolia will cover the following costs: Welcome dinner and lunch on each day.

