



Programme and themes for the International Non-Teaching Staff Week 2013 at Metropolia

Monday 3.6. - Arrival and Settling in

Tuesday 4.6. - Introduction

09:30	Registration and coffee (Assembly Hall, Metropolia main campus: Bulevardi 31, Helsinki)
10:00	Welcome words & Presentation of Metropolia and its support services
10:30	Intercultural encounters
11:30	<i>Break</i>
11:45	Introduction to the Finnish language
12:15	International Metropolia & Programme of the Week
12:45	<i>Lunch at Palmia staff restaurant</i>
14:00-16:00	Helsinki sightseeing tour by bus
19.00-22:00	Welcome dinner at Kappeli (address: Eteläesplanadi 1, 00130 Helsinki)

Wednesday 5.6. - Programme with one of the selected support services:

Admissions Office & Student Affairs Services
Career Services
Education and Quality Management services
Human Resource Management
ICT Services
International Office
Library and Information Services
Marketing and Communication
Student Well-being

Thursday 6.6. * - New practices in enhancing student well-being

09.00	Traveling to Tikkurila campus (<i>meeting outside the main entrance of the railway station</i>)
10.00	Introduction to Metropolia Student Well-being services
11.00	Overview of the student well-being practices provided by Metropolia's Student Union METKA
12.00	<i>Lunch at Amica staff restaurant</i>
13.00	Coffee at Megora, introduction to the hang out lounge for students
13.20	Meeting the college chaplains
14.00	Further discussion and sharing experiences on well-being practices
15.00	Returning to Helsinki

Friday 7.6. - Strategic approach to promoting employee well-being

09:00	Well-being practices at Metropolia (address: Bulevardi 31, Helsinki), -> Case studies: Metropolia Academy for employees, The Metropolia Way -movie
10:00	Well-being workshop
11:00	<i>Break</i>
11:15	Discussion and evaluation
12:30	<i>Lunch at Kiltakellari restaurant</i>
14:00-	Departure

* Opportunity to visit other partner institutions in the greater Helsinki area, organised by the participant.
Metropolia will cover the following costs: Tuesday sightseeing tour, Welcome dinner and lunch on each day.