



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

Monday 3.6. - Arrival

Arrival and settling in

Independent shopping and sightseeing in Helsinki (e.g. a ferry ride to visit the UNESCO World heritage site Suomenlinna Sea Fortress)

Tuesday 4.6. - Introduction

9:30-10:00 Registration and morning coffee
10:00-10:30 Welcome words and Presentation of Metropolia and its support services
10:30-11:00 International Metropolia + Programme of the Week
11:00-11:30 Introduction to the Finnish language
11:30-13.00 Intercultural encounters
13:00-14:00 Lunch at Palmia staff restaurant
14:00-15:00 Sightseeing tour
19.00-22:00 Welcome dinner at Kappeli

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

Admissions Office & Student Affairs Services
Career Services
Human Resource Management
ICT Services
International Office
Library - Media Centre
Marketing and Communication
Services for Education Development

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

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

9:00-10:00 Well-being at Metropolia
10:00-11:00 Staff well-being
11:00-12:30 Evaluation
12:30-14:00 Lunch at Kiltakellari
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.