





Learning & Development at CERN



Induction
Programme

Pascale Goy
HR-LD



LEARNING & DEVELOPMENT POLICY

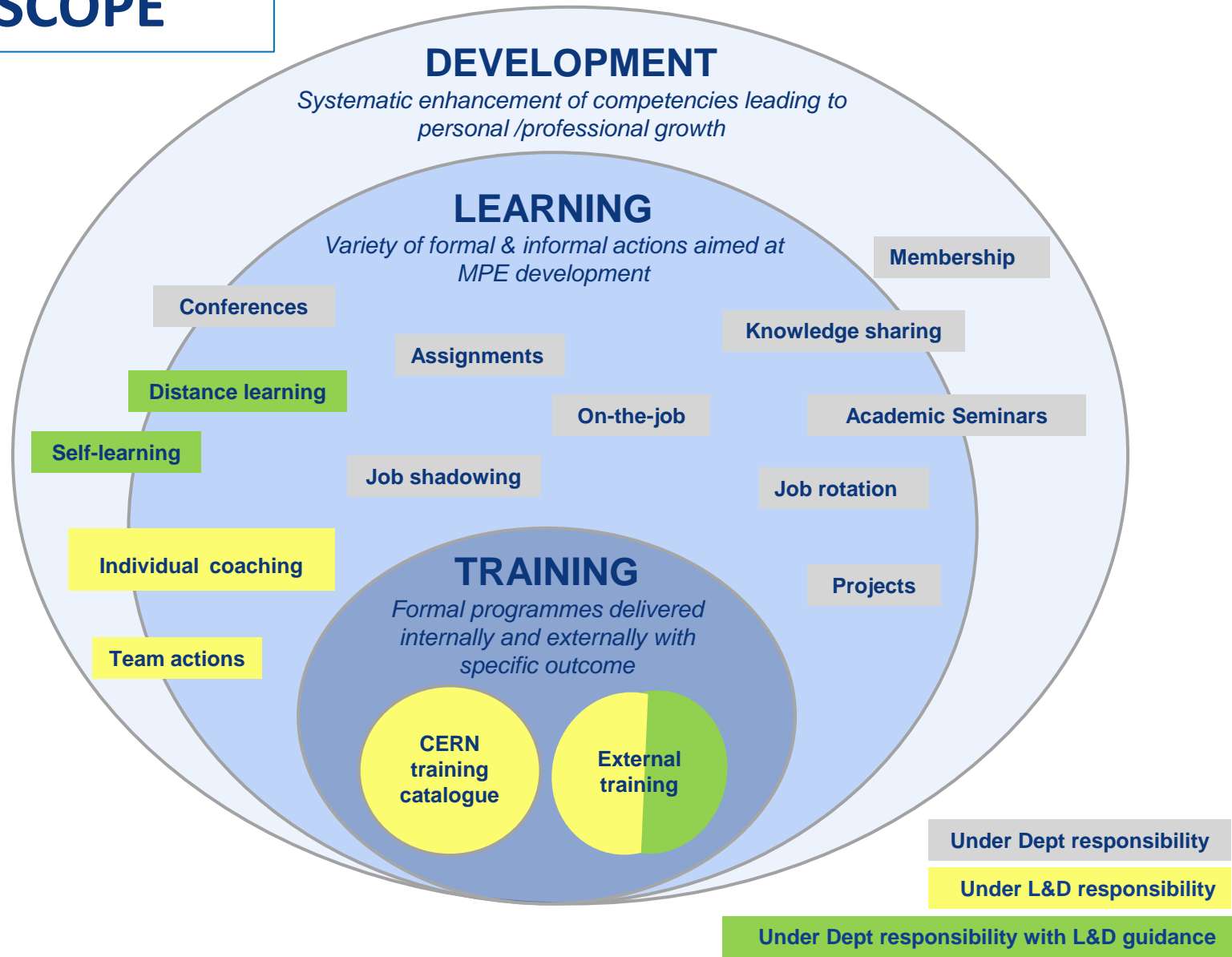
Sponsored at the **highest level of CERN**,
learning is positioned as a **strategic activity** for
achieving the mission of the Organisation

Main aims :

- Develop a **highly skilled** workforce able to
meet the evolving needs of rapid change
- Strengthen **CERN's** **core & managerial**
competencies
- Adopt a **common** **equitable** access to
learning



SCOPE



AREAS OF LEARNING WITH CORPORATE PRIORITY

Mandatory to perform a function or a role in the Organization

AND

Necessary to ensure a successful integration in the Organization and/or the local area

- **induction** programme (common understanding of the Organization's mission)
- **safety**-training and awareness programmes
- **technical** training improvement programmes
- **CERN office software** (EDH, HRT, etc)
- **basic language** training (English & French)
- **core leadership and supervisory** skills programmes
- **core communication** programmes
- **sensitization to diversity** issues in the workplace

IDENTIFICATION OF LEARNING NEEDS

1. Performance management process (induction & annual interview)
2. Ad-hoc requests throughout the year, when need arises

MONITORING & EVALUATION

1. For training organised by HR-LD : evaluation questionnaires
2. Performance management process (end/mid probation period, annual interview)

TIME FOR LEARNING

Average of 5-10 days of learning per year

HOW TO REGISTER FOR A COURSE

External course

→ EDH

www.edh.cern.ch

Internal course

→ EDH

www.edh.cern.ch

→ CTA : Training
Catalogue

www.cta.cern.ch

→ HR website

www.cern.ch/training

HOW TO REGISTER FOR A COURSE

CERN Home > GS Department

Welcome E



EDH

Home | Tasks | Search | News | Settings | Statistics | About | Help | Logout

Administration	Claims	HR & Training	Leave
<ul style="list-style-type: none">EDH AdminLeaveAdminManagement of Intersection CodesReroute Document	<ul style="list-style-type: none">Candidate ClaimHome Leave(all)InstallationLanguage Fees ClaimOfficial TravelRequest For External FundsSchool FeesStudents ClaimSubsistenceSundry ExpenditureThird Party Claim <p>EXTERNAL COURSE</p> <p>INTERNAL COURSE</p>	<ul style="list-style-type: none">Appraisal Report (MARS)CHIS Declaration of health insurance situation spouse/partnerDeclaration of situation of dependent childrenEmergency ContactsExternal Training RequestInduction interview (Fellows)Induction Interview (Staff)Local Address ChangeMARS OverviewMid/End Probation SummaryOverview-Declaration of situation of dependent childrenPAF SummaryRequest for opening a staff jobStaff Selection MemoTermination sheetTermination sheet OverviewTraining Catalogue	<ul style="list-style-type: none">Leave CancellationLeave OverviewLeave RequestLeave TransactionsList of LeavesOvertime RequestOvertime SummaryPersonal ScheduleSaved Leave Scheme Subscription
Logistics	Other Services	Purchasing	Safety
<ul style="list-style-type: none">Accelerator Material Storage (pilot project)Repair of standard equipmentShipping Request (Arrival)	<ul style="list-style-type: none">Access RequestEpool CatalogueEpool Rental RequestGSM Subscription Request / Modification	<ul style="list-style-type: none">Catalogue - BossardCatalogue - CERN StoresCatalogue - DistrelecCatalogue - Farnell	<ul style="list-style-type: none">ADI - Notice of Intervention (pilot for hardware commissioning)ADI summary (pilot for hardware commissioning)

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→ HR website

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HOW TO REGISTER FOR A COURSE



HR Training Website

Use the menus on the right to browse the catalogue

SEARCH BY KEYWORD

SEARCH BY PROGRAMME

BROWSE CATALOGUE

Welcome to the CERN Training Catalogue. Please use the form below to search among the 273 available courses.

Course Programme Has Upcoming Sessions

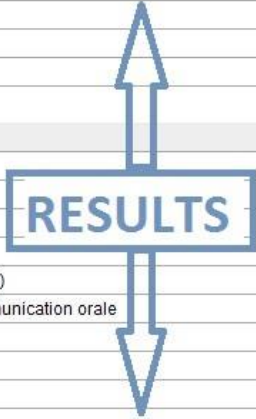
273 courses found. Please select one from the results below.

»Communication Introductory packages

	Next Session	Duration	Language	Availability
Communicating Effectively	11-Oct-12 to 14-Nov-12	4 days	English	12 places available
Communiquer efficacement	12-Sep-12 to 10-Oct-12	4 days	French	11 places available
Gestion de temps	to be scheduled	20 hours	French	10 more people needed
Gestion du stress	to be scheduled	16 hours	French	4 more people needed
Managing Time	to be scheduled	20 hours	English	to be scheduled
Managing stress	to be scheduled	16 hours	English	6 more people needed

»Communication Complementary modules

	Next Session	Duration	Language	Availability
Animer ou participer à une réunion de travail	to be scheduled	3 days	French	2 more people needed
Chairing or participating in meetings	14-Nov-12 to 16-Nov-12	3 days	English	3 places available
Communicating to Convince	12-Nov-12 to 13-Nov-12	16 hours	English	9 places available
Dealing with Media questions!	to be scheduled	4 hours	English	to be scheduled
Handling difficult conversations (Adapted from Dealing with Conflict)	19-Oct-12 to 07-Dec-12	3 days	English	One more place available
Les enjeux de la voix et du comportement non verbal dans la communication orale	15-Oct-12 to 16-Oct-12	1 day 4 hours	French	5 places available
Making presentations	18-Sep-12 to 18-Oct-12	3 days	English	No more places available
Negotiating effectively	09-Oct-12 to 10-Oct-12	2 days	English	12 places available
Négociation efficace	to be scheduled	2 days	French	8 more people needed
Orientation Service	26-Nov-12 to 27-Nov-12	2 days	French	6 places available
Personal Awareness & Impact	to be scheduled	3 days	Bilingual	One more place available
Personal Awareness & Impact - Follow-up	to be scheduled	16 hours	Bilingual	2 more people needed
Savoir gérer les discussions difficiles	to be scheduled	3 days	French	6 places available
Service Orientation	to be scheduled	2 days	English	3 places available
Techniques d'exposé et de présentation	04-Sep-12 to 17-Sep-12	3 days	French	2 places available



DOUBLE CLICK FOR DETAILED COURSE DESCRIPTION



HOW TO REGISTER FOR A COURSE



DETAILED COURSE DESCRIPTION

HR Training Website

Use the menus on the right to browse the catalogue

Welcome to the CERN Training Catalogue. Please use the form below to search among the 273 available courses.

Course Programme

[show results]

**CLICK
TO REGISTER FOR THIS COURSE**

Title Comprehensive VHDL for FPGA Design

Category Electronics design

Designed For - Engineers who wish to become skilled in the practical use of VHDL for FPGA;
- Engineers who are about to embark on the first VHDL design project;
- Engineers who have already acquired some practical experience in the use of VHDL, but wish to consolidate and extend their knowledge within a training environment.

Prerequisites The syllabus for the Comprehensive course already assumes certain VHDL notions and a basic understanding of the CERN VHDL environment - as the course is designed to teach the target device, writing test benches, using VHDL tools and the VHDL design flow.

Objectives This course is updated to reflect current best practice. Customisation has been devised to meet CERN's specific training requirements.

DAYS 1-2: prepare for practical project readiness for FPGA designs. The emphasis is on the practical VHDL-to-hardware flow for FPGA devices, while providing a hands-on experience with complex FPGA design, emphasising the use of VHDL for large hierarchical designs, design re-use, and more powerful test benches.
DAY 5: provides an introduction to the different FPGA architectures (Altera and Xilinx families) and offers advice on how to exploit the features of the devices with practical exercises.

The full range of VHDL simulation, synthesis and programmable logic design tools are supported. The workshops are based around carefully designed exercises.

Contents VHDL FOR FPGA DESIGN: The VHDL language concepts and constructs essential for FPGA design; How to write VHDL for effective RTL synthesis; How to target synthesis, simulation and place-and-route; How to write high quality VHDL code that reflects best practice in the industry
ADVANCED VHDL: The VHDL language concepts and constructs essential for complex FPGA; The VHDL language constructs that enable sophisticated test benches and code by exploiting generics and data types; How to run gate-level simulations
VHDL FOR ALTERA AND XILINX DEVICES: The architectural features of Altera and Xilinx FPGAs; How to write VHDL to exploit these features; How to use the Altera and Xilinx tools.

Language English

Duration 40 hours (5 days)

Trainer Jim King








Next Open Session 08-OCT-2012 to 12-OCT-2012. Go ahead and **SIGN-UP!**

Course Code 064910

Upcoming Sessions	Avail Places	Trainer	Language	Times
08-Oct-12 to 12-Oct-12	6	Jim King	English	09:00 - 17:30



HOW TO REGISTER FOR A COURSE

**Internal Training Request**

Confidential Urgent

Fields with asterisks (*) are mandatory and must be filled in


Created by **Erwin MOSSELMANS (HR-LD)** Tel: 74125 on 21.06.2012

General Information

Created by: **Erwin MOSSELMANS (HR-LD)** Tel: 74125
Creation date: **21.06.2012**
Course Title: **High Temperature Electronics**


Type of Training: **Technical**
Duration: **12 hours**
Cost: **36.25 CHF/hour**


Total Cost: 435 CHF


Requester*:  **(STAF) ID:37218 (see Training list in HRT)**


Course Code: **124HTE01**


Details

Urgency of the course: Average 

Absences Foreseen: 

Preferred Dates: 

Last Date: 

Budget Code*: 

Additional Information

Note: One training request is required per person per course.

Comments:

**FURTHER HELP
AVAILABLE**

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→ HR website

www.cern.ch/training

HOW TO REGISTER FOR A COURSE



The screenshot shows the CERN Human Resources Department website. The CERN logo is in the top left. The main header reads "Human Resources Department" with language options for "english" and "français". Navigation links include "HR Home", "Contact us", and "CERN Home". A search bar is present with "All CERN" and "HR Department" radio buttons. A menu bar highlights "Training" with a red circle. The main content area is titled "Training & Development" and includes a "General Information" link. Below this, there are sections for "HR Training Programmes" (Language, Management & Communication, Technical) and "Other Training Programmes" (Academic, Safety, CERN Schools). A central image shows a group of people in a meeting. The footer contains the copyright notice: "Copyright CERN 2011 - HR Department".

CERN

Human Resources Department

english | français

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All CERN HR Department

■ General Information ■ Recruitment ■ **Training** ■ Staff Career ■ Services ■ CERN Official Documents

- Training Overview
- General Information
- Language Training
- Management & Communication
- Technical Training
- Academic Training
- Safety Training
- Contacts
- Training Catalogue

Training & Development

[General Information](#)

HR Training Programmes

- [Language](#)
- [Management & Communication](#)
- [Technical](#)

Other Training Programmes

- [Academic](#)
- [Safety](#)
- [CERN Schools](#)

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CONTACTS FOR INTERNAL TRAINING

Personal Dev. & Communication

P. Goy
N. Dumeaux
K. Fuhrmeister

Leadership

P. Goy
N. Dumeaux

Technical Management

P. Goy
V. Perez Reale
N. Dumeaux

Technical

V. Perez Reale
E. Stern
M. Lahchimi



Induction programme

E. Mosselmanns
N. Dumeaux
K. Fuhrmeister

Language

K. Fuhrmeister
+ PAROLES

Safety Training

DGS-SEE-SE
C. Balle
I. Cusato

CONTACT IN YOUR DEPARTMENT

DTO = Departmental Training Officer

BE	Eric MONTESINOS
DG	Florence RABIER
DGS	Jonathan GULLEY
EN	Ofelia CAPATINA
FP	Sabine ROULET
GS	Doreen KLEM
HR	Aurélie FAVRE
IT	Maria DIMOU
PF	Claude LAMBOLEY
PH	Nathalie KNOORS
TE	Georgina HOBGEN

MORE INFO ON INTRANET

General : cern.ch/hr-training

Procedures : [Admin e-guide](#)

Thanks for your attention

