

Training in PH



Given to technical training if always relevant to work



For staff to be systematically ensured and carried out according to risk situations. Supervisors are responsible.

Staff member can attend language courses if the courses are paid by himself or the group. Exceptional cases :

- Fellows : systematic use of central budget code for the first course “General and Professional French or English course”.
- Doctoral students : Systematic use of PH training budget for the first course “General and Professional French or English courses”.
- Technical students : No PH budget is available



Centralized **BUDGET** helps keep a global overview of participation, cost and ensure coherence across the personal involved in the activities of the groups support and experiments within the department
This includes financial participation of groups & experiments

2014	Staff	Fellows
PH MPE population	488	216

Number of courses taken		
All sources of funding	~ 500	< 200

<i>Charged from budget codes inside PH</i>		
PH Training budget	< 200	< 100
Other PH budget codes	< 50	< 30
<i>Other funding inside PH</i>		
Team accounts	< 10	< 10

<i>Financed from budget outside PH</i>		
Other Departments	< 10	
CERN ROOT	-	< 30
HR – TA including Marie-Curie	-	< 30

Excluding

**Personnel Development & Communication and Leadership
Scientific & Technical Conferences, Workshops and Committees**



2014 - STAFF	Technical Management	Technical	Safety	Languages
Number of courses followed	< 50	> 100	> 200	< 50

Top 5 courses	Selecting the best person for CERN	ANSYS SI- PI Simulation for PCB & Package Design	Fire Extinguisher	General and Professional English courses
	Project Engineering	Analog and Mixed Signal ASIC design Training Workshop on a 65nm CMOS process	Guide - Emergency	Cours d'anglais - expression orale
	Introduction to knowledge transfer tools	Make the most of Office, Sharepoint and Lync 2013	First Aider - Level 1 - Initial	General and professional French courses
	Proposal writing for Innovative Training Networks (ITNs) under H2020	Hands-On Modern C++ Lync	First Aider - Level 1 - Refresher	Tailor-Made French courses for groups
	How to Write a Competitive Proposal for Horizon 2020	ISSCC MS Project SmarTeam- CATIA Vidyo Indico advanced	Self-Rescue Mask - Refresher	

2014 - FELL	Technical Management	Technical	Safety	Languages
Number of courses followed	< 20	< 50	< 100	< 50

Top courses	Introduction to knowledge transfer tools	CERN openlab / Intel Parallelism, Compiler and Performance Workshop	Fire Extinguisher	General and Professional French courses
	Proposal writing for Innovative Training Networks (ITNs) under H2020	Demonstrating Reliability with Accelerated Testing	Self-Rescue Mask training	French Integration course for real and false beginners
	How to Write a Competitive Proposal for Horizon 2020	Analog and Mixed Signal ASIC design Training Workshop on a 65nm CMOS process	First Aider - Level 1 - Initial	Writing of professional documents - TECHNICAL
	Effective scientific communication	Python - Hands-on Introduction Python advanced hands-on	Radiation Protection - Controlled Area - CERN Employees and Associates	
		Introduction to VHDL	Cryogenic Safety - Fundamentals	

External courses (~ 50 requests in 2014)

- Typically rather expensive, but also particularly well motivated and necessary for the specific profile of people (e.g. particular trainings on safety for a GLIMOS, Verilog for electronics engineers, FLUKA for people working on radiation simulations, and similar...).
- Majority of **technical training** with higher degree of specializations -
Technical design :Vivado Design Methodology online, essential Tcl for Vivado online, practical aspects of Mixed-Signal Design; Variety of specific courses such as La Technologie du Collage, etc.
- Minority of **Technical Project Management**
Professionalization and superior course in project management & preparation
- **Safety** - Charge de securite CFST SUVA
- **Language** - Long term training : Russian courses for administrative staff
- **Courses during events** (conferences, workshop, seminars..)
- **Courses for Fellows** paid from **Marie-Curie budget**

2014	Staff	Fellows
New recruits	21	91

Language courses

Participations	1	21
French Integration course for real and false beginners		9
General & Professional French courses		11
General & Professional English courses	1	1
Sources of funding		
CERN_ROOT		17
HR - TA		4
Other PH budget codes	1	

2015	Staff	Fellows
New recruits	19	90

Number of courses identified as	Technical Management	Technical	Safety	Languages
Missing topics				
	< 5	< 30	> 10	< 5
Courses of Interest from the catalogue				
	< 10	< 100	< 30	> 5
Courses considered as useful after 2015 from the catalogue				
	< 10	< 30	< 50	> 5

✓ Supervisors role

- **During the annual MARS interviews**
 - Provide accurate assessment and description of the development objectives outside the existing internal courses.

- **Throughout the year**
 - Report to DTO any courses identified as development objectives that cannot be followed during reference period.
 - Initiate regular discussions with supervisees and report to DTO any outcome of new training needs.
 - Newcomers : Special emphasis on discussion concerning learning matters, encourage them to initiate themselves their training request via EDH.
 - Follow-up mandatory courses (safety, core packages..), training series, team actions, technical courses, external courses, change of functions, new roles, new projects, ..

✓ **Management & communication training courses**

- At present most courses have very large overlap with some others, just with slightly different emphasis
- Lack of time: Content should be rationalized and clearly targeted, reduced in number of courses, and limited
- Residential courses: not always convenient for staff due to family reasons
- Quality of the course: results-oriented

✓ Aim for a more appropriate and accurate budget

- **Budget pipeline - Courses postponed and/or cancelled**
 - Minimum quota of participants for the setting up of courses
 - Course dates after annual budget closure
 - Invoicing after course attendance or after cancellation deadline of the course
 - Interacting with L&D for current status with follow up of suppliers payments
 - Punctual courses (once/twice a year) not matching staff availabilities
 - Postponed courses until new date is defined by L&D
 - Registered participant to course waiting for defined dates by L&D
 - Replacement of certain courses by other courses if quota not reached and if same supplier for both courses
- **Lack of visibility of real rates applied for tailor-made courses**
- **Additional budget to be added on top of the global Departmental budget depending on the number of mandatory corporate training courses**