CTM new programme implementation
Learning & Development
New Career Transition Measures programme

Information to staff members by the HRA

Max 10 days allocated for the whole program

Workshop 1

Training from CERN Catalogue

Training outside CERN Catalogue - TIME ONLY

Workshop 2

Mid PP

End PP

Last year of LD

End of LD

3 months after the LD

1 course
Workshop 1: career assessment

- 2 days training
- Pre-requisit to Workshop 2
- Can be attended independently from workshop 2...
- Can be attended only once
- Collective course
- Enrolment directly by staff member in EDH as usual training from CERN catalogue while still under contract
- Charged to CTM budget
- **Topics:** transition process, projects, competencies assessment, CV, personal branding, interview process
Workshop 2: job search strategy

During the last year up until 3 months after the end of the Limited Duration contract

- 1 day training
- Workshop 1 pre-requisit
- Collective course
- Enrolment directly by staff member in EDH as usual training from CERN catalogue while still under contract
- Charged to CTM budget
- **Topics**: analysis of job applications, employment markets, social networks, interview and personal image
Inside CERN training catalogue

- Choice between CERN training catalogue course OR external course
- One course to select in CERN catalogue
- Enrolment directly by staff member in EDH as usual training from CERN catalogue while still under contract
- The course must be attended during the last year of the contract while the staff is still employed at CERN
- Charged to CTM budget

During the last year of the Limited Duration contract

LD contract holder
Outside CERN training catalogue

During the last year

- Choice between external course OR CERN training catalogue
- Workshop 1 pre-requisit
- Can select ONE training outside the CERN catalogue
- Cost borne by members of personnel
- Time allocated
- Maximum of 10 days of absence for the whole programme: workshops, training and job interviews
- CERN can proceed to attendance control
EDH Training request

INTERNAL TRAINING

1. TR created by STAFF
2. HRA
3. Supervisor
4. DTO (for information only)
5. DAO (for information only)
6. DAO has to create an EDH doc. special leave request for CTM (10 days)
7. Budget holder (L&D)
8. HRA has to control if STAFF is eligible
9. EDH doc. received in CTAb
10. New field in EDH TR «Training course to be followed in the context of the CTM” «Payment Entity» Budget code 13000 appears automatically