

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**

1 course

OR

Workshop 2



Mid PP

End PP

Last year of LD

End of LD

3 months after the LD



Workshop 1: career assessment

LD
contract
holder

From the end of the probation period up until 3 months after the end of the Limited Duration contract

After probation

12 month before end of the contract



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- 2 days training
- Pre-requisit to Worskhop 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

LD
contract
holder

During the last year of the
Limited Duration contract

- 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

Outside CERN training catalogue

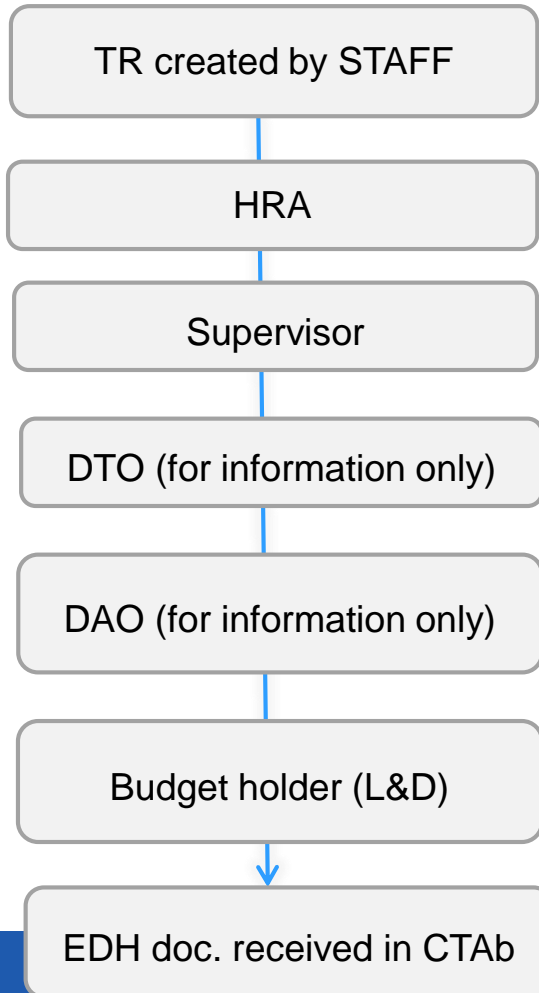


During the last year

- 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



→ New field in EDH TR «Training course to be followed in the context of the CTM»
«Payment Entity» Budget code 13000 appears automatically

→ HRA has to control if STAFF is eligible

→ DAO has to create an EDH doc. special leave request for CTM (10 days)

