Training Executive Committee Meeting 09 October 2014

J. M. Jimenez (JMJ) (Chair)

DTOs: O. Capatina (OC), M. Dimou (MD), G. Hobgen (GH), D. Klem (DK), N. Knoors (NK), S. Roulet (SR)

L&D: N. Dumeaux (ND), K. Fuhrmeister (KF), P. Goy (PGV), M. Lahchimi (ML), V. Perez Reale (VPR), E. Stern (EST)

Safety: I. Cusato (IC)

Excused: A. Favre, C. Lamboley, F. Rabier, F. Ziesler, J. Gulley, E. Mosselmans, E. Montesinos

1   What's new? (PG)

1.1 New DTOs for TE and HR

On behalf of L&D, thanks to Dorothée Duret (TE) and Florence Licci-Ounnough (HR). Welcome to Georgina Hobgen (TE), new DTO and Aurélie Favre (HR), back from maternity leave.

1.2   Reorganisation of L&D Training Programmes:

Presentation of new responsibilities of different training curricula redistributed within the L&D team (Silvia's detachment for FP/KT). Publication of a learning specialist post (Silvia's replacement).

2   News from training programmes

2.1. Technical Management (VPR)

Subcategories of the technical training programme have been aligned to the CERN competency model: "Finance & Procurement", "HR & Services" and "Managerial". The PMP exam should be requested as External training. JMJ and NK raised questions regarding content of the new procurement training that finance is currently putting in place. PGV to follow up on objectives to assure department needs regarding contractors are covered.

2.2. Leadership training (PG)

Brief presentation of the new CDP Internal Processes e-learning modules for new supervisors discussed and agreed at the CLB. This series of five modules will offer key information for various CERN processes and will position the responsibilities of a new supervisor. This methodology offers a practical and pragmatic toolkit. This initiative is the first phase of a broader project aiming at providing further details about internal processes necessary for supervisors. The second phase will probably take the form of a reference guide. A one day workshop will complete the series of modules.

 The communication about CDPs will be made by HRAs for those staff members appointed supervisors. The approval remains the responsibility of the line manager who will also inform the DTO.

2.3. Communication training (Corporate) (PG)

Information about these courses will be provided by HRAs at staff induction and during the probation period. The DTO can also reinforce these messages.

JMJ: "The DTOs should help L&D in the plannification of Corporate courses. No publicity should be sent from L&D to the DTOs".

2.3.1 New communication skills training:

Open to all. Corporate for new staff only. Workshop 1 "Communication: Science or Art?" (1 day) and Workshop 2 "Facilitating Impactful Communication in a Cultural Diverse Workplace" (1 day). Proposal approved by the CLB: one year between workshop 1 and 2, however possibility to apply some flexibility to follow the two courses more closely if supported by supervisor and if dept training budget allows (DTO). Workshops to be followed by the fifth year of contract at the latest. Calendar of the workshops to be fixed in 2015. Maximum 10 participants by course.

NK suggested that when needed, staff should be allowed to attend these courses before their 2nd year.

2.3.2. Communication training (Corporate)

Open to all managers – Corporate for new supervisors.

«Communication Skills for Supervisors» (2 days). Approximately 4 courses scheduled per year.

3   Language Training (KF)

French integration course: as defined in the Language Training Guidelines, the French integration courses will become mandatory as from 01.01.15. The objective of this course is the integration at CERN and in the local area. Integration courses target eligible staff and fellows with language knowledge below CEFR A1 level (within the first 24 months of their contract). First language course for fellows will be sponsored by HR (budget code 10208). JMJ reports that this will not apply to doctorants for budgetary reasons. The Language Guidelines will have to be modified accordingly.

After having organized several integration classes for the accelerator sector, six classes since September have been open. Participants had the opportunity to choose between different schedules. Participants prefer having three classes per week.

Result of the language school tender: In September the FC selected a new language school. Paroles will provide language training until the end of the year. The following methods will be offered as from January 2015: French & English Integration courses, General & Professional language courses, Specific Language courses, Distance learning and Full immersion.

Organisation: Regarding the organisation of the upcoming language classes, L&D will introduce a registration deadline. The deadline will be communicated to DTOs and will also be announced in the Bulletin.

4   Safety Training (IC)

Since April 2014, the Safety Training service is organised as a section within the HSE Unit. Two Fellows have joined the service (Lars Aprin and Manuel Bouzas Reguera). Manuel is currently working on the new LMS. The Safety Training Centre is growing: at present, it counts 4 classrooms and 3 training facilities for hands-on sessions. In the framework of the "Beamline for Schools" project, a "Safety Day" has been organised at the Safety Training Centre for the Greek and Dutch students. CERN's Directorate has visited the training mock-up of the LHC tunnel to assist at a helium spill simulation. The idea of having a central Safety Training Centre at CERN was presented also and discussed. New e-learning course: Portable ODH Detector. The course is now online.

JMJ: "This course is intended only to people who have to have access to the arc. Consequently, the population is limited".

5   Technical Training (VPR & EST)

5.1. News (VPR)
A reminder that now the technical programme will provide a session calendar for all regular trainings (those happening with a frequency of at least once a year). Please remind your departments to create training requests as soon as they are interested in attending a training. We remove the sign-up button for the irregular courses.

Very good feedback from DTOs and departments of new trainings. Ten new tailored made trainings requested on different areas (from September to December 2014).

5.2. Office Software & ECDL Certification (EST)
Eva presented the decisions for Microsoft Office trainings and ECDL certification. For Microsoft Office trainings: General courses maintained and adapted to evolving needs. Fewer sessions at set dates. Continued individual and group training to solve specific issues and to increase productivity. For ECDL Certification: Offered as external training at IFAGE.

All DTOs in agreement. Departments with pending certifications will be contacted to find suitable solutions.

6   Learning Needs Inventory (LNI) update (VPR)

Presentation of the deployment of the Learning Needs Inventory (LNI) process across the Research and Computing Sector and Administration and Services Sector (plus DG/DGS+PF). The LNI scope targets trainings in the domain of technical competencies; Technical Training, Technical Management, Safety training and Language training. The LNI concentrates mainly on new tailored training needs.

So far, the LNI WG (L&D, DTOs and HRAs) met twice to prepare for the collection of training needs starting as of September 2014 to the end of the year. The training needs are those related to work projects planned in each department in 2015. The collection of training needs by DTOs in each department (with complementary information from HRA) has started and will continue until December 2014. See proposed LNI process in the presentation. It is important to note that L&D will accompany each DTO in this work and will respect each department way of working and internal processes. Very positive feedback from departments on statistics provided by DTOs and L&D. So far, very fruitful discussions and exchanges of info in each LNI WG sector meetings. Next LNI WG meeting by sector is planned at the end of December were DTOs will present the outcome of the collection of needs.

7   CLB Feedback and DTO day (JM.J & PG)

7.1. CLB Feedback
Harmonisation of official documents linked to learning and development (Staff Rules and Regulations, Learning and Development policy, AC16, admin e-guide). As a result, it has been decided to update SRR, L&D Policy, admin e-guide and suppress AC16. The effective date will be March 2015. The L&D policy is now officially referenced in CDS.

7.2. DTOs day, on 6th November
Questions/answers related to the preparation of documents

DK will support L&D to help DTOs for the statistics.

For further detailed information, please refer to the slides here.