



Learning & Development at CERN



Induction
Programme

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HR-LD

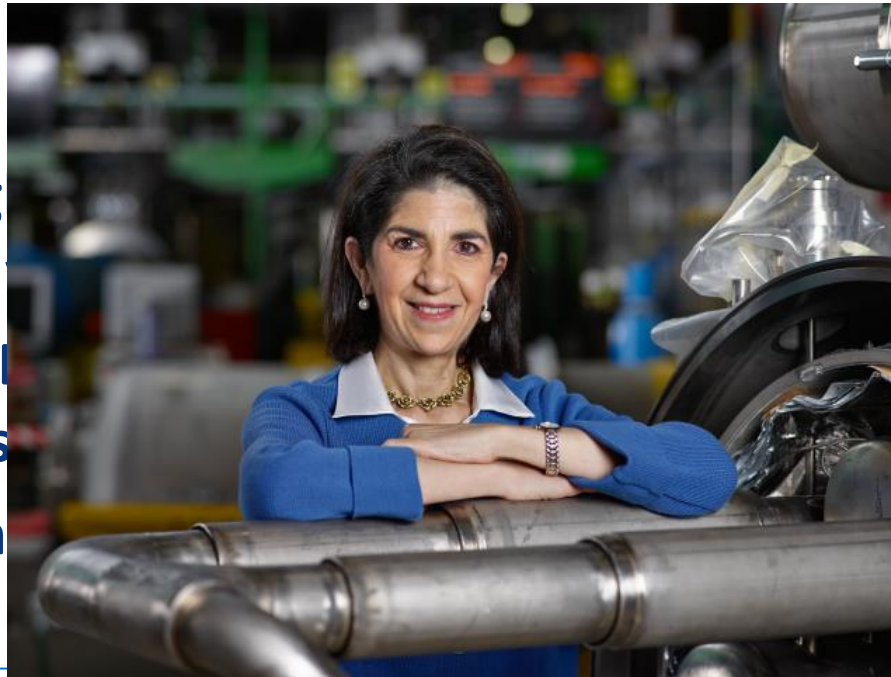


LEARNING & DEVELOPMENT POLICY

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

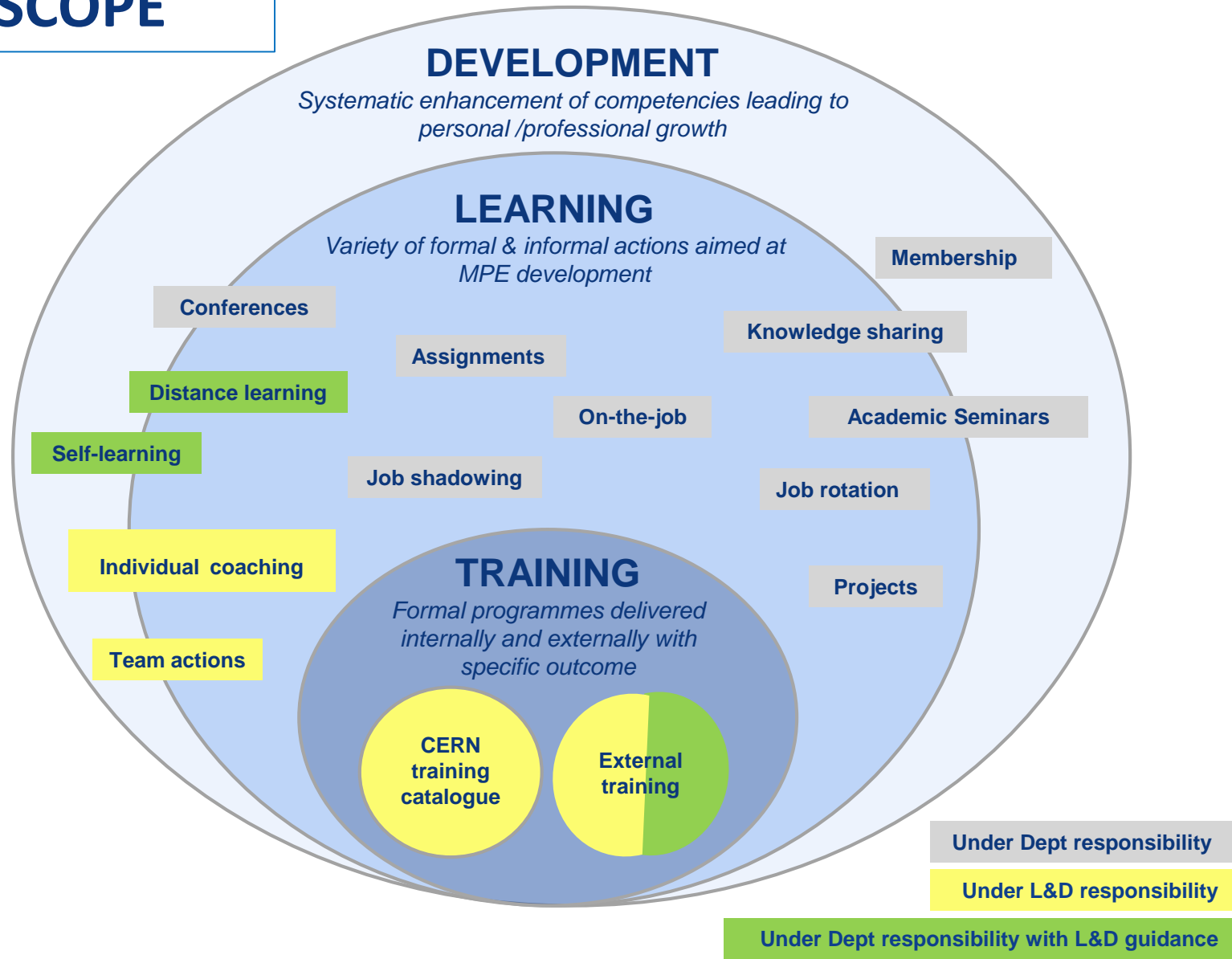
Main aims :

- Develop a **high** meet the evol
- Strengthen **C** **competencies**
- Adopt a **com** learning



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SCOPE



AREAS OF LEARNING WITH CORPORATE PRIORITY

Mandatory to perform a function or a role in the Organization

AND / OR

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

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)

HOW TO REGISTER FOR A COURSE



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 Has Upcoming Sessions

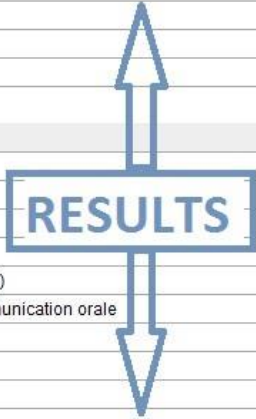
273 courses found. Please select one from the results below.

»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

SEARCH BY KEYWORD

SEARCH BY PROGRAMME

BROWSE CATALOGUE



» Language Training » Management



CONTACTS FOR INTERNAL TRAINING

Personal Development & Communication

E. Barzdo
N. Dumeaux

Leadership

P. Goy
E. Barzdo
N. Dumeaux

Safety Training

DGS-SEE-SE
C. Balle

Technical Management

E. Mosselmans
N. Dumeaux

Technical

M. Fiascaris
M. Lahchimi
H. Brioual

Induction programme

E. Mosselmans
N. Dumeaux
M. Lahchimi
P. Apostolatou

Language

N. Dumeaux
P. Apostolatou
SUPERCOMM

DEPARTMENTAL TRAINING OFFICERS

Your contact

BE	Eric MONTESINOS
DG	Raphael Otzenberger
EN	Ofelia CAPATINA
EP & TH	Nathalie KNOORS
FAP	Doreen KLEM
HR	Aurélie CHOY
HSE	Thijs Wijnands
IPT	Anne-Laure LEONARD
IR	Christine FROOM
IT	Michal KWIATEK
PF	Ghislaine MARME
SMB	Véronique ANGELINI
TE	Georgina HOBGEN

HR website – L&D site

hr-dep.web.cern.ch/LD/learning-development

CERN Accelerating science

HR Department

About HR **Your Career** More on Your Programme Benefits Arrive at or Leave CERN Reference Documents

Learning & Development **Learning & Development is under "Your Career"**

The aim is to support learning in its broadest sense, reinforce effectiveness and motivation through learning actions and systematically develop the knowledge, skills as well as technical and behavioural competencies of its employed members of personnel.

Training programmes coordinated by Learning and Development Group

	Technical competencies		Behavioural competencies			
Induction	Languages	Technical	Technical management	Leadership	Communication and Personal Development	Career transition measures
contact	contact	contact	contact	contact	contact	contact
Staff and fellows	Members of Personnel (MoP) + spouses/partners	Members of Personnel (MoP)				Staff on LD contracts

References

Learning & Development

Calendar & Enrolment for Courses

Induction

- Language Training
- Technical Training
- Technical Management Training
- Leadership
- Personal Development & Communication
- Career Transition
- Academic Training
- Safety Training
- Contacts

Search this site

HR bulletin articles

Impôts en France : Communication concernant l'attestation annuelle d'imposition interne 2014 et la déclaration de revenus 2014

Taxation in France: Memorandum concerning the annual internal taxation certificate and the declaration of income for 2014

Déclaration d'impôt : à l'attention des membres du

feedback

Thanks for your attention

