

Course	Who	Duration	
HR & Services			
Respecting Privacy in the processing of personal data at CERN	Anyone handling personal data	7h	
Selecting the Right person for CERN	NEW members of boards	8h	
Procurement and purchasing rules			
Procurement and Contract Management for Supplies (>200 KCHF)	Project leaders, project engineers and contract managers	8h	
Legal aspects of contract management (TBC)		TBD	
Project management			
Quality Management: Quality for Manufacturing	Project leaders and project engineers	4h	
Understanding users needs and requirements	(TBD)	4h	
Safety			
Safety Awareness (TBC)	GL, DGL and SL	1h (EN Safety Office)	
Works and Services Supervisor - Role and Responsibilities	Work and services supervisors. GL, DGL and SL	16h (theory + practice). GL, DGL and SL (theory)	
Workshop Supervisor - General Safety Training: safety awareness, safe working habits and safe operating procedures (TBC)	Workshop supervisors	2h (EN Safety Office)	
Software packages			
HRT: using information Centre	NEW supervisors, GL, DGL and SL	2h	
CET training - CERN: Consulting Individual or Group Training - EDH, HRT, PIE-PAD & CET	NEW supervisors, GL, DGL and SL. Project leaders and project engineers	1-2h	
APT training - CERN: Introduction to APT (I)	Project leaders and project engineers	3h	
EVM training - Project Control and Follow-up with OpenSE		4 h	
Supervision			
Learning Hub mandatory	'Leading Edge' Programme (for GLs, DGLs)	GL and DGL	2 x 2 days, 5 coaching sessions
	Annual interview: Be prepared as a Supervisor!	NEW GL, DGL and supervisors	8h
	Communicating with Impact		16h (2 days)
	E-learning for Supervisors: CERN processes		2h
	Essentials of People Management for CERN Supervisors		33h (2 modules, 4 days + 1h coaching)
	Core Development Package for GROUP LEADERS, DEPUTY GROUP LEADERS and TEAM LEADERS	NEW GL, DGL and Team leaders. Project leaders and project engineers.	48h (3 x 2 days + 3 coaching sessions)
Getting to Grips with Supervision	Members supervising FELL, Trainees or Students	6h	