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Training

Maximising performance of recently recruited staff - Training at the EAS

In 2009, the European Administrative School created, at the request of the European Institutions, new learning opportunities for recently recruited staff, whatever their grade or function. The new Programme, Skills basket for new staff was specifically designed to help staff to acquire or strengthen a range of skills they will need to perform well in the institutions. It consists of nine short courses that cover subjects such as: oral communication, negotiation, analysing and problem solving, personal effectiveness and how to write successfully. Although the courses can be followed separately, they are interconnected in such a way that they further develop many of the skills that are touched on in the initial course for newcomers Key skills for new staff. In addition, a specific skill gained in one of the nine courses is strengthened by participation in one or more of the others.

According to individual needs, existing skills and the tasks undertaken, staff members concerned should choose together with their immediate superior which courses to follow, in which order and when. The length of an individual course does not exceed two days. The School recommends that courses should be followed during the first two to three years of employment in the institutions.

Skills basket for new staff equips participants with practical tools and strategies, allowing them to become more efficient in their post. Optimal learning outcome is ensured by small groups of no more than fifteen and interactive methods based on the participants' contributions as well as in some cases individual coaching.

As with all EAS training programmes, the *Skills basket for new staff* is delivered both in English and French in both Brussels and Luxembourg and has an inter-institutional character. The latter contributes to promoting common skills standards across the institutions and provides recently recruited staff with opportunities for developing their own network contacts.

A description of all nine courses can be found on the EAS website and in Syslog.

http://www.cc.cec/home/dgserv/eas/training/newcomers/sbns/index_en.html

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