

---

## Additional "One day all-in" training course Friday, 30 April 2010 – 8.30 until 17.30

(⇒ **Sorry, training courses of 24 April and 8 May are fully booked...**)

**Location** : this training course will take place at the Campus HUB, Koningsstraat, 336 Brussels (Rue Royale, 336).

**Language** : English. Some documents are available in FR/DE. The teacher will answer your questions in NL/FR/DE/EN

**Enrolment** :

You can apply for this training by sending the attached form to :  
HUB/Groepscentrum Permanente Vorming, Ms. Mieke Wynendaele, Koningsstraat, 336  
1030 Brussel or by e-mail to [mieke.wynendaele@hubrussel.be](mailto:mieke.wynendaele@hubrussel.be)

**Enrolment on-line** : [www.hubrussel.be/eu](http://www.hubrussel.be/eu)

Your enrolment will be confirmed by e-mail or by post.

For more information, contact the secretary between 9 and 12 am :

- CONF-SFE : Sandra Nootens 02 296 31 27
- HUB (Ms. Mieke Wynendaele) 02 221 12 74

Your enrolment is valid after paying the fee to the bank account of GPV/HUB :  
786-5850128-42 indicating your name + code "201PEU3".

**Fee** : 80 € (including coffee, all course material, sandwiches and drinks for lunch)

**The concept** : The Hogeschool-Universiteit Brussel is organising this training course in collaboration with the Trade Union for European Public Service (SFE) in order to prepare YOU for the open competitions organised by the European Personnel Selection Office (EPSO).

**Who is who ?**

The HUB is the leading Highschool-University in Brussels; The GPV (Groepscentrum Permanente Vorming) is the unit of HUB for further education.

The CONF-SFE is the European Trade-Union Confederation taking care of the interests of civil servants working at the European Commission. The CONF-SFE is associated with the CSC (ACV), Belgian Christian Trade Union.

**The training course** : one day all-in training course...

8.30 : welcome + registration + coffee

9.00 : short presentation of the new EPSO procedures for 2010 + question time

9.30 : abstract reasoning : this new test consists of a series of diagrams that follow a logical sequence or contain a set of underlying rules. After a presentation with hints and tips, participants will get a real test on paper, followed by the right answers and explanation

10.45 : short break

11.00 : situational judgment test. This new test is designed to assess individuals' judgment regarding situations encountered in the workplace. You will get a presentation how to find the right answers, some samples and a full explanation about this kind of questions. Participants will get a real test on paper, followed by the correct answers and a explanation on screen.

12.30 : lunch (sandwiches and drinks offered by HUB)

13.30 : Numerical and verbal skills. Participants will get a complete explanation of those tests, including some samples. You get a real test on paper either for numerical as for verbal skills, and the right answers with a detailed explication. There will be a short break about 15.00

17.00 : question time + evaluation sheet End (17.30)

**The speaker** :

Your teacher will be Jos Depondt from the trade union CONF-SFE

**Further course material** :

Participants will get access to a special website (password protected) with more questions and answers (over 300 questions) and all presentations from the teacher (in pdf).

**Flemish education cheques** : You can pay for this training course partly (50 %) by using the education cheques from the Flemish Region. If you are living in the Flemish Region or in Brussels you can "buy" these education cheques. The principle is that you buy (on internet only) for 80 € cheques (you pay 40 €). You pay finally 40 € for this training. Sorry, for people "living" in the Wallonia region, we cannot offer this service. If your are working already for the European Union and you are living in the Flemish Region or in Brussels, you can get also those education cheques. (call us). Those cheques are not available for unemployment people neither for independent employer.

Members of the CONF-SFE will get a partial reimbursement of the fee after paying the full fee.

**ENROLMENT (only via HUB!)**

**By fax: 02 221 12 68 or**

**by e-mail: [mieke.wynendaele@hubrussel.be](mailto:mieke.wynendaele@hubrussel.be)**

before April the 10th, 2010

**or on-line : [www.hubrussel.be/eu](http://www.hubrussel.be/eu)**

<p>Preparatory course for European Institution Competitions (Concours) <u>Friday, 30 April 2010</u></p>		
---	--	---

Name + first name: .....

Address: .....

Degree: .....

Tel: ..... Fax: .....

Email address (write clearly please) ..... @.....

Current Job: .....

Organisation: .....

Address: .....

Member of the CONF/ SFE                      YES                      NO

I enrol for the training course organised by HUBRUSSEL-Groepscentrum Permanente Vorming in collaboration with CONF-SFE Brussels. My enrolment is only valid at the moment of the payment of € 80 into bankaccount 786-5850128-42 indicating your name en code "201PEU3" before April the 10th, 2010. An invoice will be sent to you on request.

Invoice requested:    YES    NO

Date and signature

*Your personal data will be only be used for the needs of this training programme!*

---