



Union  
Syndicale  
Bruxelles

Brussels, January 2020

## Assessment Centre course for Administrators

To register for that course, please send an email to: [formations@unionsyndicale.eu](mailto:formations@unionsyndicale.eu)

Please, note that the course is for members of Union Syndicale, their family members, and colleagues who want to join Union Syndicale at this occasion.

**Dates: 10 & 11 March**

**Time: from 18h till 21h**

**Price: 45 euros for both evenings**

**Location: Brussels (close to Schuman); the invitation will be sent prior to the courses.**

*Please find the course overview, here below:*

### **Session 1:**

- Brief introduction to the Assessment Centre
- Overall competences and marking rationale
- The case study in the chosen field
- Specific competences
- Main challenges and tips
- The most frequent mistakes

### **Session 2:**

- Simulation of an abridged case study (generic character)
- Simulation
- Feedback and analysis
- Communication and presentations skills for the Assessment Centre
- Group exercise, main tips and things to avoid
- Oral presentation, main tips and things to avoid + Structured interview



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