

***Preparing for EPSO Open Competitions
for the European Institutions***

**Brussels 27 – 31 October 2008
Brussels 10 – 14 November 2008**

***Venue:*
CZECH HOUSE
60, Rue du Throne
B – 1050 Brussels – Ixelles**

HEAD & HEART s.r.o.

**In collaboration with
Bohemia EU Planners Ltd.
is organising courses**

Preparing for EPSO Open Competitions for the European Institutions

ABOUT US

HEAD & HEART s.r.o. is a Czech educational institution that aims at preparing adult students for international examinations. Over the past 12 years we have prepared a great number of candidates whose success rates have always been higher than the average rate. All our courses are available in English.

Our courses offer up-to-date and focused overview over prioritized topics such as policies of the EU or recent changes in the EU institutional design. The training also provides tips and tricks on how to pass verbal and numerical reasoning tests. Speakers are all selected on the basis of their experience.

Bohemia EU Planners Ltd. is a new Czech company in Brussels based on more than 7 years of personal, professional experience of top managing in Brussels, London, Luxemburg and Prague. The subject of the business is consulting in the field of varied activities, as well as tailor-made courses, workshops, conferences and professional coaching.

TARGET GROUP

The course is designed mainly, but not exclusively, for prospective employees of the European institutions. It focuses explicitly on citizens of those countries that have recently joined the Union. The training may also be of interest to those who simply wish to update their knowledge of EU affairs.

WHAT DO WE PREPARE FOR?

The European Personnel Selection Office (EPSO) regularly announces open competitions for positions within the EU institutions. These are highly competitive, which makes good preparation essential. We offer you comprehensive training on both topical issues and methodology how to pass the tests. We provide plenty of practical examples how to master some basic principles and manage your time effectively. Last but not least, there is simulation of MCQ Tests of General Knowledge of European Integration, Institutions and Policies. Participants have access to a Web page by the means of a password allowing them continuously update their knowledge and to better prepare themselves for the competition.

The training course improves the chances of succeeding in the competitions tremendously. However, no guarantee can be given due to the fact that the competitions for the European institutions are particularly selective. All the best at the exam!

PROGRAMME
(Subject to modifications)

Monday

Arrival Day

14:30

Opening -Information servis (orientation,getting around,organization,timetable)

Venduka RAYMOVÁ, Executive Head, Bohemia EU Planners

15:00 – 17:30

SESSION 1: How to apply for a job?

Lenka DRBÁLKOVÁ, Director, HEAD & HEART

This session will explain the EPSO selection procedures.

SESSION 2: Introductory EU Quiz: group work and debriefing

Lenka DRBÁLKOVÁ

Conclusion of the first day.

Tuesday

08:30-11:00

SESSION 1: Numerical and verbal skills

Lenka DRBÁLKOVÁ

As this is the crucial part of the selection process, this session will explain the methodology to be used based on previous competitions. The participants will have several examples of tests and answers.

SESSION 2: Internal and external policies of the EU

(guest speaker)

Till 12:15

13:30 – 17:30

SESSION 3: History of the European Union + European Integration: From Rome to Lisbon

Vendulka RAYMOVÁ

This session includes European history since World War II and focuses on current topics such as the further enlargements of the EU. Integration from Rome to Lisbon - this session will consider the main dynamics of European integration Process of the Lisbon Treaty ratification.

SESSION 4: The European institutions and decision-making procedures

The Financing of the EU

Vendulka RAYMOVÁ

European Union Policies are the result of decisions taken by the institutional triangle. Their decision-making procedures will be explained in detail.

The financing of the EU – in this session the preparation and control of the EU budget will be covered. In this context the emphasis will be put on the new financial framework 2007 – 2013.

Conclusion of the second day.

Wednesday

09:00 – 16:00

The Committee of the Regions + The Economic and Social Committee

The whole day workshop including lunch.

EXTERNAL SPEAKERS FROM THE INSTITUTIONS

SESSION 1: Other European institutions.

During this session, the participants get overview of all institutions and bodies related to the EU.

SESSION 2: Regional Policy

One of the most visible policies of the EU. This is a very good reason to organise a session about it.

SESSION 3: Economic cohesion and structural funds.

At this session, the new Community framework concerning structural funds and the cohesion fund will be explained.

SESSION 4: The Monetary Policy and Internal Market

This session will deal with the history as well as the recent developments.

Till 16:00

Conclusion of the third day.

Then individual private programme + social event.

Thursday

08:30 – 10:00

SESSION 1: Internal and External Policies of the EU

(guest speaker)

SESSION 2: The European Parliament

(guest speaker)

13:30 – 17:30

SESSION 3: Simulation of MCQ Tests of General Knowledge of European Integration, Institutions and Policies

Lenka DRBÁLKOVÁ

SESSION 4: How to write a Good Essay

Lenka DRBÁLKOVÁ

This session will explain the objective of the essay and address elements to be considered when writing it.

Conclusion of the fourth day.

Friday

09:15 – 11:00

SESSION 1: The Council of the European Union

Guest speaker for Directorate-General (DG)

This session will focus on undergoing operations with a special attention to the Lisbon Treaty and the forthcoming changes in the EU institutions.

SESSION 1: Delivering results of MCQ Tests + EU Documentation

Lenka DRBÁLKOVÁ

This session will provide references to EU sources allowing the participants to continuously update their knowledge and to better prepare themselves for the competition.

Lunch

End of the course.

Registration

You may register only through HEAD & HEART. Please use the registration form included in this package. Post or e-mail the attached form to us. Confirmation of registration will be forwarded to participants on receipt of the completed registration form and the payment of the fee (in CZK).

Cancellation policy

HEAD & HEART reserves the right to cancel the training up to 2 weeks before the training starting date. In that case, registration fees received will be fully reimbursed.

For administrative reasons, a fee of CZK 3 600 will be charged for cancellation received after 19 September 2008.