

TRAINING AND **EDUCATION** **ENSEIGNEMENT**

JEUDI 25 JUIN

ENSEIGNEMENT GENERAL

Tél. 2844

13h00/13h30 - Amphithéâtre

"Science pour Tous"

par R. Carreras

PERSONAL SKILL TRAINING

At regular intervals since 1980 the Education and Training Services organize seminars on the development of personal skills. In 1980 one such seminar dealt with Technical Report Writing (in English), a second one with Effective Reading (in French). Effective Reading (in English) was the subject of the first seminar for 1981, which took place in May; two further activities are in preparation, a seminar on Note Taking and Memory Techniques (in French), details of which will be published in due course and a

WORKSHOP ON PUBLIC SPEAKING AND PRESENTATION

(in English)

to be organized as follows :

Dates : Friday, 28 August
Monday, 31 August
Tuesday, 1 September

INFORMATIONS GENERALES **GENERAL INFORMATION**

NOTICE FROM SB DIVISION

Throughout the summer holiday period, from 1st July to 31 August 1981, CERN's offices, laboratories and corridors will be cleaned only once a week. The daily programme will be maintained for toilets and washrooms, conference rooms and other areas in constant use. The normal cleaning schedule will be resumed on 1st September 1981.

LA DIVISION SB COMMUNIQUE

Pendant toute la période des vacances d'été, c'est-à-dire du 1er juillet au 31 août 1981, l'ensemble des bureaux, labos et couloirs

Place : Geneva (not necessarily at CERN)
Course leader : Stephan Allender
from Beetik Ltd. / London
Number of participants : maximum 12

From the programme : How to prepare a short talk. To whom are we talking? What are we hoping to achieve? How to prepare notes and how to use them. Each member of the workshop will prepare and give a 4 to 6 minutes presentation. Video recording will be used. How to prepare a longer presentation. Briefing on preparing more complicated material. How to plan to speak to a time limit - and how to keep to it. How to communicate a sense of purpose and enthusiasm to the audience. How to handle questions.

Members of the personnel interested in this Workshop should fill in the slip below. The Workshop is free of charge for the participant and his division. In due time the Education and Training Service will request official authorisation from the Division Leader for the absence from work.

E. Fischer
Tel. 5811

To : Education and Training Services/
Personnel Division

From : Div.:

I would like to enroll in the Public Speaking and Presentation Workshop directed by Stephan Allender on 28 August/1 September 1981.

du CERN ne sera nettoyé qu'une fois par semaine. Pour les locaux sanitaires, salles de conférences, ou autres locaux hautement fréquentés, les cadences journalières seront maintenues. La reprise normale du nettoyage selon les cadences actuelles aura lieu le 1er septembre 1981.

JOB OPPORTUNITY

The Laboratoire de Physique Théorique at the University of Bordeaux has a vacancy for the position of a Professeur Associé for one academic year, starting in October 1982. Duties involve mainly research and some teaching at post-graduate level. Candidates should have a Ph.D. plus a few years of Post Doctoral experience. Knowledge of French is useful, but not required.

If interested, please send curriculum vitae no later than 1 September 1981 to:

Université de Bordeaux
Laboratoire de Physique Théorique
Attention: Prof. Y. Abgrall
Domaine du Haut-Vigneau
F-33170 GRADIGNAN