

## Monday 14 September

### DETECTOR SEMINAR

at 11.00 hrs – ECP Conference Room  
bldg 13/2-005

**New results with visible light photon counters  
and applications to experiments**

by Muzaffer ATAC / FNAL & University of  
California, Los Angeles

## Tuesday 15 September

### CERN PARTICLE PHYSICS SEMINAR

at 16.30 hrs – Auditorium

**Masses of the Higgs Boson and the Top Quark in  
the Standard Model**

by T.T. WU / University of Harvard & CERN

## Wednesday 16 September

### PRESENTATION

at 10.00 hrs – CN Auditorium  
bldg 31/3-005

**DEC OSF/1 with Alpha and R4000 – The Future  
of UNIX at Digital**

by Henry R. TUMBLIN / Digital's Alpha Open  
Systems Group

## Wednesday 16 September

### COMPUTING SEMINAR

at 16.00 hrs – CN Auditorium  
bldg 31/3-005

**Running HEP Simulation Programs on  
Transputer Based Parallel Computers**

by Jorge SILVA / Collège de France, Paris

## EDUCATION SERVICES EDUCATIFS

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### COURS DE LANGUES

Secrétariat : Tél. 3127 (après-midi seulement)

#### COURS D'ANGLAIS REGULIERS

Les inscriptions à ces cours sont ouvertes dès maintenant pour le premier trimestre 91-92 (du 12 octobre au 18 décembre).

Ces cours s'adressent à toute personne travaillant au CERN ainsi qu'aux conjoints.

*Pour vous inscrire, veuillez compléter un formulaire de "Demande de Formation" que vous pouvez obtenir auprès de votre secrétariat de division ou au "Bureau des Utilisateurs" (bât. 61/R-020).*

#### COURS D'ANGLAIS A OPTION

3 cours d'anglais à option sont organisés.

- un cours d'écrit " rédiger des rapports et des textes techniques" (24 hrs).  
Prix : 420 FS
- un cours "faire des exposés" en réunions, séminaires, conférences (28-29 sept. 1992 et 12-13 oct. 1992)  
Prix : 450 FS
- un cours pour réunions : conduire une réunion et, ou y participer (9-10 nov. 1992 et 23-24 nov. 1992)  
Prix : 450 FS

**LANGUAGE COURSES**  
**Secretariat : tel. 3127 (afternoons only)**

**REGULAR FRENCH COURSES**

Registration for language courses in the first term : (from 12 October to 18 December 1992).

These courses are open to all persons working on the CERN site and to their spouses.

**OPTIONAL FRENCH COURSES**

**WRITTEN FRENCH COURSES**

These courses are designed for **non-French** speakers with a **good standard of spoken French**. Each student will be tested to establish their level.

Level 1 : (2 hrs/week) spelling and grammar exercises, dictation of letters.

Price : 350 SFr.

Level 2 : (3 hrs/week) spelling and grammar, dictation and drafting of letters.

Price : 500 SFr.

Level 3 : (3 hrs/week) spelling and grammar (depending on need), improvement of style, drafting of letters, memos and working documents.

Price : 500 SFr.

Refresher course (after level 3) : (3 hrs/week) drafting of letters, memos, working documents and proofreading.

Price : 500 SFr.

**FRENCH THROUGH ASSISTED SELF-TEACHING**

These courses are designed for those with **basic French** who cannot attend regular courses and who would like courses tailored to their **individual needs**.

Those wishing to participate will be invited for an interview so that their needs and objectives can be discussed and evaluated. Following this, a programme will be made available (books, audio and video cassettes, computer disks, language laboratory).

These courses will last six months. During this time four sessions of private tuition will be provided.

Price : 350 SFr.

For more detailed information, please contact Moniek Laurent (tel : 8143 – Monday / Thursday : 10.30 to 12.30 hrs as from October 1992).

*To enrol, you should fill in an "Application for Training" form which may be obtained from your Divisional Secretariat or the "Users Office" (bldg. 61/R-020).*

**SPECIAL ENGLISH COURSE**  
**MAKING PRESENTATIONS FOR NON NATIVE ENGLISH SPEAKERS**

This four day course is designed for those who have a reasonable knowledge of spoken English.

**Objectives**

- to develop the grammar structure and vocabulary needed for presentations at meetings seminars, etc.
- to develop confidence when speaking
- to develop an effective and fluent style

**Dates and times**

28-29 September    0900 to 12.00 hrs  
                              13.00 to 16.00 hrs

and

12-13 October        same hours

**Number of hours : 24**

**Number of participants : 8**

**Price : 450 SF**

For those interested a test will be given on 16 September at 15.00 hrs, building 54/R-037.

For further information please contact Ulrich Liptow, tel 2957.

*If you wish to enrol you should fill in an "Application for Training" form which may be obtained from your Divisional Secretariat or the "Users Office" (bldg. 61/R-020).*

## FORMATION AU MANAGEMENT ET A LA COMMUNICATION

Nous avons pris avec beaucoup d'intérêt de l'enquête effectuée par l'Association du Personnel sur les entretiens annuels. Il ressort de cette enquête (deuxième et quatrième partie) que :

- 33% des superviseurs ayant répondu à l'enquête souhaiteraient recevoir une formation complémentaire au niveau de la réalisation de l'appréciation des performances
- 46,4% des membres du personnel ayant répondu à l'enquête suivraient un séminaire MOAS s'il était organisé.

Nous voudrions attirer votre attention sur les points suivants :

- A. Vous venez de recevoir la **brochure** présentant les séminaires du premier semestre. Nous vous invitons à lire attentivement les pages donnant les descriptions des contenus et en particulier celles des séminaires ci après désignés. **Leur programme a en effet été soit totalement, soit partiellement conçu pour aider les superviseurs et les membres du personnel à réaliser l'appréciation le plus efficacement possible.**

### 1. Superviseurs

- Communiquer efficacement
- Pratique de la supervision
- Techniques d'entretien d'appréciation
- Gérer du personnel aujourd'hui au CERN.

### 2. Membres du personnel

- Communiquer efficacement
- S'exprimer efficacement en situations de travail.

- B. Votre délégué divisionnaire à la formation est à votre disposition pour recueillir toute demande spécifique de formation. Il nous les transmettra pour action.

Pour toute information complémentaire sur l'organisation, les contenus et la pédagogie, contactez Françoise Labro (4476).

## MANAGEMENT AND COMMUNICATION TRAINING

We have read with considerable interest the results of the survey carried out by the Staff Association on the 1992 periodic interviews. This indicates that :

- 33% of supervisors who replied to the questionnaire would find other courses useful prior to the next exercise.
- 46.4% of the staff members who replied to the questionnaire would like to follow training on MOAS.

We would like to draw the attention of staff to the following points :

- A. The Management and Communication Training **brochure** for the period October 1992 to February 1993 is about to be distributed to all staff (and indeed you may already have received it). You are invited to read this brochure, and in particular the pages giving the description of the seminars listed below. **The content of these seminars has been partly or entirely designed to help supervisors and staff carry out appraisal as effectively as possible.**

### 1. Seminars for supervisors

- Communicating effectively
- Supervision in practice
- Appraisal interviewing skills
- Managing staff today at CERN.

### 2. Seminars for all staff

- Communicating effectively
- Effective speaking.

- B. Your Divisional Training Officer is available to discuss specific training needs, and to pass them on to us for appropriate action.

If you have any questions on the content, teaching methods, or organisation of seminars in the Management and Communication programme, please contact Françoise Labro (4476).