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PONT Career Skills Training
17-21 October 2016

Training programme

Main venue: Fondation Universitaire, Rue d'Egmont 11, 1000 Brussels

| Monday, 17 October 2016 | | |
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| Professional skills | | |
| 14:00-14:45 | Entry-Exercise <i>by Katri Auvinen, Professional Trainer, Innotiimi</i> | Room n°13 |
| 14:45-15:15 | Welcome and introduction to the training | |
| | <i>Coffee break</i> | |
| 15:30-18:00 | The art of giving and receiving feedback <i>by Katri Auvinen</i> | |

| Tuesday, 18 October 2016 | | |
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| Interacting with policymakers | | |
| 8:30 | <i>Morning coffee</i> | Room n°13 |
| 08:45-10:15 | How to write a briefing paper, part I (introduction) <i>by Roderick Parkes, Senior Analyst at the Institute for Security Studies</i> | |
| 10:30 -12:45 | Mock presentations to the European Parliament: practicing a 2-minute opening statement (on the basis of your policy brief) <i>by Dr Andrej Stuchlik, Policy analyst at the DG for Parliamentary Research Services, European Parliament</i> | DG Research, European Parliament |
| 13:30 | Lunch with Michaela Sojdrova MEP, EPP, Czech Republic | Hoover Room |
| 15:00-17:00 | How to find out what you want to know: insights from interviewing decision-makers and civil servants <i>by Prof Joachim Koops, Vesalius College Dean, Research Professor IES-VUB</i> | Room n°13 |
| 17:00 | Drinks and career talk with Prof Joachim Koops on research-policy making nexus | |



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| Wednesday, 19 October 2016 | | |
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| Communicating to the public as an EU decision maker | | |
| 8:30 | <i>Morning coffee</i> | Room Francqui |
| 09:00-10:00 | Guidelines and practice of a TV statement <i>by Kurt Gerhardt, Public speaking trainer</i> | |
| 10:30 -11:45 | Presenting a video statement | European Parliament (Spinelli Building) |
| 12:00-13:00 | Informal lunch with <i>Oliver Poole, executive editor at ESI media</i> | Room Francqui |
| 13:00-16:30 | Writing a press release <i>by Oliver Poole</i> | |
| | <i>Coffee break</i> | |
| 17:00-19:00 | Feedback on the video statements <i>by Kurt Gerhardt</i> | |

| Thursday, 20 October 2016 | | |
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| EU admission tests | | |
| 8:30 | <i>Morning coffee</i> | |
| 09:00-12:30 - 14:00-17:30 | EPSO entrance test day by ORSEU Competitions - Introduction to EPSO admission tests - Mock EPSO tests and feedback | Room Francqui |
| 18:30 | Informal career talk with: - <i>Prof Michael Kaeding, Chairman TEPSA, Professor at the University of Duisburg-Essen</i> - <i>Johanna Kaprio, Communication Officer, Permanent Representation of Finland to the EU</i> - <i>Carmen Schmidle, Press Officer, Committee of the Regions Spokesperson's Service</i> - <i>Brando Benifei, Member of the European Parliament (S&D)</i> - <i>Julie Anne Fionda, Cabinet of Commissioner for Employment, Social Affairs and Inclusion, European Commission</i> | Aloft Hotel |

| Friday, 21 October 2016 | | |
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| 8:30 | <i>Morning breakfast</i> | |
| 09:00-11:00 | Communicating your colleague's work (based on your policy brief): presentation exercise and peer feedback <i>by Hanna Ojanen</i> | Room Francqui |
| 11:30-13:00 | How to write a policy brief, part II (feedback) <i>by Roderick Parkes</i> | |
| 13:30-14:30 | Final evaluation and end of the training | |