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**PONT Career Skills Training**  
**17-21 October 2016**

## Training programme

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

<b>Monday, 17 October 2016</b>		
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>	

<b>Tuesday, 18 October 2016</b>		
Interacting with policymakers		
8:30	Morning coffee	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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<b>Wednesday, 19 October 2016</b>		
Communicating to the public as an EU decision maker		
8:30	<i>Morning coffee</i>	
09:00-10:00	Guidelines and practice of a TV statement <i>by Kurt Gerhardt, Public speaking trainer</i>	Room Francqui
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>	
13:00-16:30	Writing a press release <i>by Oliver Poole</i>	Room Francqui
	<i>Coffee break</i>	
17:00-19:00	Feedback on the video statements <i>by Kurt Gerhardt</i>	

<b>Thursday, 20 October 2016</b>		
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&amp;D)</i> - <i>Julie Anne Fionda, Cabinet of Commissioner for Employment, Social Affairs and Inclusion, European Commission</i>	Aloft Hotel

<b>Friday, 21 October 2016</b>		
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>	
11:30-13:00	How to write a policy brief, part II (feedback) <i>by Roderick Parkes</i>	Room Francqui
13:30-14:30	Final evaluation and end of the training	