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<b>Mission:</b>	Set up at the beginning of 2005, the School's mission is to provide high quality training and learning opportunities that meet the needs of all EU institutions and their staff, and promote common values and cooperation among the institutions.
<b>Budget for training programmes:</b>	3.4 million EUR in 2014
<b>Participants:</b>	Each year, about 7000 people from all EU institutions follow our programmes.
<b>Websites:</b>	<a href="http://www.europa.eu/eusa">http://www.europa.eu/eusa</a> <a href="http://intracomm.ec.testa.eu/home/dgserv/eusa">http://intracomm.ec.testa.eu/home/dgserv/eusa</a>

## Our inter-institutional training programmes

- **Working for the EU: Realities and Challenges:** for new staff who have never previously worked for an institution (3 days).
  - **Information Session on Social Security and Pensions:** for those interested in the functioning of the sickness insurance scheme, pension rights, severance grants and unemployment allowances (1 day).
  - **Discover Brussels:**(a lunch time conference) and «**Master Classes: Brussels for Europe**» (a series of lectures, events and visits): joint ventures of the School and local partners.
  - **The History and Stories behind European Integration:** presents the major milestones in the development of EU institutions and policies and recounts some little-known stories behind them (1 day).
  - **EU4U:** a one-day seminar on the EU to understand its main processes and current developments.
  - **All you need to know about your pension rights:** this half-day information session explains the rules relating to pension rights, invalidity allowance and survivor pensions.
  - Lunch time conferences on the work of **European Ombudsman** and the **European Data Protection Supervisor**.
  - «**Clear Speaking : Communicating in the Tower of Babel**» : a short seminar to make the most of your oral communication skills when speaking in front of a multilingual audience.
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- **Key Skills:** a series of modules that cover a wide range of skills that allow every member of staff, whatever their grade or function, to perform more effectively.
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- **Lead your Team:** for staff in charge of teams (3 days).
  - **The Essentials of Management:** for AD staff below Head of Unit level (3 days).
  - **To be or not to be a Head of Unit?:** for officials of at least grade AD8 (3 days, 2 versions: mixed and for women only).
  - **Setting out as a Head of Unit:** for Heads of Unit with less than 1 year's experience (4 days+ coaching).
  - **Broaden your Horizons as a Head of Unit:** for Heads of Unit with 1,5 to 3 years' experience in their function (2 days).
  - **The Influential Manager:** for Heads of Unit with at least 5 years' seniority (2 days).
  - **Workshops for Managers:** for all managers, in particular Heads of Unit (1 day).
  - **Programme for Newly Appointed Directors:** 6 sessions, each one dedicated to a particular leadership theme, featuring a high-level external keynote speaker, with, in some cases, an experienced team coach.
  - **Leadership Club:** interactive events with an external speaker for senior managers (3 hours + lunch).
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- **Certification:** a compulsory skills based training programme for assistants identified by their institutions as having the potential to become administrators.
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- **Erasmus Public Administration:** 2-week traineeships for young national civil servants dealing with EU affairs.
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- **Other activities:** Training consultancy and tailor-made training programmes on request and against payment. The School is also a member of the DISPA network (Directors of Institutes and Schools of Public Administration).