

**CAREER CENTRE  
PROGRAMME**

**STUDENT**

**SUCCESS**

**WORKSHOPS**

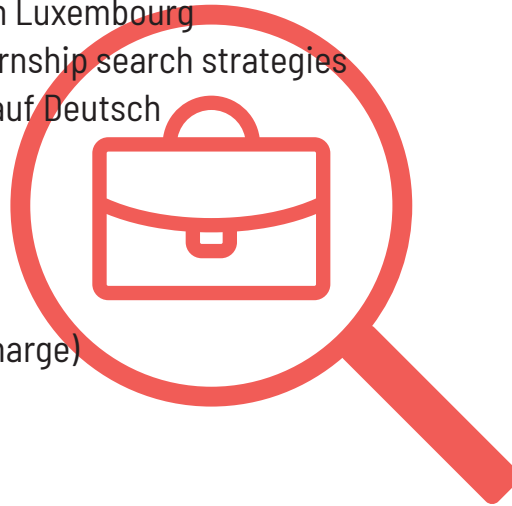
**SUMMER SEMESTER  
2019-2020**

# TABLE OF CONTENT

## MODULE 1

### Explore career strategies and techniques **15**

Introduction to the professional world in Luxembourg	16
Find the right opportunity: Job and internship search strategies	17
Lebenslauf und Bewerbungsschreiben auf Deutsch	18
The CV and the cover letter in English	19
Le Curriculum Vitae (CV) en français	20
La lettre de motivation en français	21
L'entretien d'embauche en français	22
Professional photo for the CV (free of charge)	23
Working in the banking sector	24
La fonction publique luxembourgeoise	25



## MODULE 2

### Boost your social skills ! **26**

The WOW factor, Business etiquette	27
How to make good impression at your first job	28
La gestion du stress	29
Dealing with stress	30
La prise de parole en public	31
Public speaking	32
The fundamentals of project management	33



## MODULE 3

### Improve your digital skills **34**

LinkedIn, Facebook, Twitter... the best social media platforms to look for a job	35
E-reputation: managing your online image	36
La recherche documentaire	37
Hacker-proof your smartphone	38
Hacker-proof your online accounts	39
Google in the enterprise: G Suite	40
Microsoft PowerPoint: Make effective presentations!	41
Excel for beginners: the essentials	42
Excel advanced: formulas, functions, charts	43



# CALENDRIER

MARS			
Dimanche	1		
Lundi	2		
Mardi	3		
Mercredi	4		
Jeudi	5		
Vendredi	6		
Samedi	7		
Dimanche	8		
Lundi	9		
<b>Mardi</b>	<b>10</b>	<b>INTRODUCTION TO THE PROFESSIONAL WORLD IN LUXEMBOURG</b>	<b>EN</b>
<b>Mercredi</b>	<b>11</b>	<b>FIND THE RIGHT OPPORTUNITY: JOB AND INTERNSHIP SEARCH STRATEGIES</b>	<b>EN</b>
Jeudi	12		
Vendredi	13		
Samedi	14		
Dimanche	15		
Lundi	16		
<b>Mardi</b>	<b>17</b>	<b>LE CV EN FRANÇAIS</b>	<b>FR</b>
<b>Mercredi</b>	<b>18</b>	<b>LA LETTRE DE MOTIVATION EN FRANÇAIS</b>	<b>FR</b>
Jeudi	19		
<b>Vendredi</b>	<b>20</b>	<b>L'ENTRETIEN D'EMBAUCHE EN FRANÇAIS</b>	<b>FR</b>
Samedi	21		
Dimanche	22		
<b>Lundi</b>	<b>23</b>	<b>LA FONCTION PUBLIQUE LUXEMBOURGEOISE</b>	<b>FR</b>
<b>Mardi</b>	<b>24</b>	<b>HOW TO MAKE GOOD IMPRESSION AT YOUR FIRST JOB</b>	<b>EN</b>
Mercredi	25		
Jeudi	26		
Vendredi	27		
Samedi	28		
Dimanche	29		
<b>Lundi</b>	<b>30</b>	<b>PUBLIC SPEAKING</b>	<b>EN</b>
<b>Mardi</b>	<b>31</b>	<b>LA GESTION DU STRESS</b>	<b>FR</b>

<b>AVRIL</b>			
Mercredi	1		
<b>Jeudi</b>	<b>2</b>	<b>DEALING WITH STRESS</b>	<b>EN</b>
Vendredi	3		
Samedi	4		
Dimanche	5		
<b>Lundi</b>	<b>6</b>	<b>THE WOW FACTOR, BUSINESS ETIQUETTE</b>	<b>EN</b>
<b>Mardi</b>	<b>7</b>	<b>FUNDAMENTALS OF PROJECT MANAGEMENT</b>	<b>EN</b>
<b>Mercredi</b>	<b>8</b>	<b>WORKING IN THE BANKING SECTOR</b>	<b>EN</b>
<b>Jeudi</b>	<b>9</b>	<b>THE CV AND THE COVER LETTER</b>	<b>EN</b>
Vendredi	10		
Samedi	11		
Dimanche	12		
Lundi	13	<b>PUBLIC HOLIDAY</b>	
Mardi	14		
Mercredi	15		
Jeudi	16		
Vendredi	17		
Samedi	18		
Dimanche	19		
Lundi	20		
<b>Mardi</b>	<b>21</b>	<b>PRISE DE PAROLE EN PUBLIC</b>	<b>FR</b>
<b>Mercredi</b>	<b>22</b>	<b>LEBENS LAUF UND BEWERBUNGSSCHREIBEN AUF DEUTSCH</b>	<b>DE</b>
Jeudi	23		
Vendredi	24		
Samedi	25		
Dimanche	26		
<b>Lundi</b>	<b>27</b>	<b>PROFESSIONAL PHOTO FOR THE CV</b>	<b>/</b>
<b>Mardi</b>	<b>28</b>	<b>HACKER-PROOF YOUR SMARTPHONE</b>	<b>EN</b>
Mercredi	29		
<b>Jeudi</b>	<b>30</b>	<b>HACKER-PROOF YOUR ONLINE ACCOUNTS</b>	<b>EN</b>

<b>MAI</b>			
Vendredi	1	<b>LABOUR DAY</b>	
Samedi	2		
Dimanche	3		
Lundi	4		
<b>Mardi</b>	<b>5</b>	<b>LA RECHERCHE DOCUMENTAIRE</b>	<b>FR</b>
Mercredi	6		
<b>Jeudi</b>	<b>7</b>	<b>GOOGLE IN THE ENTERPRISE: G SUITE</b>	<b>EN</b>
Vendredi	8		
Samedi	9	<b>EUROPE DAY</b>	
Dimanche	10		
Lundi	11		
<b>Mardi</b>	<b>12</b>	<b>LINKEDIN, FACEBOOK, TWITTER... THE BEST SOCIAL MEDIA PLATFORMS TO LOOK FOR A JOB</b>	<b>EN</b>
Mercredi	13		
Jeudi	14		
Vendredi	15		
Samedi	16		
Dimanche	17		
<b>Lundi</b>	<b>18</b>	<b>EXCEL FOR BEGINNERS: THE ESSENTIALS</b>	<b>EN</b>
<b>Mardi</b>	<b>19</b>	<b>E-REPUTATION: MANAGING YOUR ONLINE IMAGE</b>	<b>EN</b>
Mercredi	20		
Jeudi	21	<b>ASCENSION DAY</b>	
Vendredi	22		
Samedi	23		
Dimanche	24		
<b>Lundi</b>	<b>25</b>	<b>EXCEL ADVANCED: FORMULAS, FUNCTIONS, CHARTS</b>	<b>EN</b>
<b>Mardi</b>	<b>26</b>	<b>MICROSOFT POWERPOINT: MAKE EFFECTIVE PRESENTATIONS!</b>	<b>EN</b>
Mercredi	27		
Jeudi	28		
Vendredi	29		
Samedi	30		
Dimanche	31		

Chers étudiants,

Le Career Centre de l'Université du Luxembourg est heureux de vous présenter son nouveau :

## **STUDENT SUCCESS WORKSHOPS SEMESTRE D'ÉTÉ 2019-2020**

### **Pourquoi ?**

Depuis 2012, l'Université du Luxembourg mène des études d'employabilité auprès des principaux recruteurs luxembourgeois. Nous leur avons demandé ce qu'ils pensaient de vous, étudiants, une fois en entreprise. Les résultats montrent que vous maîtrisez les savoir-faire, et que vous êtes performants sur les connaissances métiers.

Cependant, vous devez encore améliorer vos savoir-être, vos compétences comportementales : la prise de parole en public, les compétences rédactionnelles, les techniques de négociation, ainsi que vos compétences digitales.

Afin d'améliorer votre employabilité et d'augmenter vos chances d'insertion professionnelle, le Career Centre vous propose de participer à ses workshops : le **Student Success Workshops**.

### **Quoi ?**

Le **Student Success Workshops** vous permet de participer à autant de workshops que vous voulez. Ils sont divisés en trois grands modules:

**MODULE 1 : Explore career strategies and techniques**

**MODULE 2: Boost your social skills !**

**MODULE 3: Improve your digital skills**

Vous trouverez des workshops sur le CV et la lettre de motivation (en français, en anglais et allemand), sur la prise de parole en public, sur la sécurité des outils informatiques et bien d'autres encore. Les workshops sont gratuits, et réalisés par des professionnels reconnus et sélectionnés par l'Université du Luxembourg : des consultants RH, des entrepreneurs, des professionnels issus de multinationales basées au Luxembourg etc.

### **À quoi ça sert ?**

À développer vos compétences personnelles et professionnelles, à augmenter vos chances de décrocher le job de vos rêves, à vous sentir plus à l'aise en entreprise, en entretien, en public. Adhérer au **Student Success Workshops**, c'est augmenter votre « capital employabilité ».

## Comment puis-je m'inscrire ?

Toutes les informations sont disponibles sur le nouveau portail du Career Centre.

> <https://uni-lu.jobteaser.com/en/events>

> Cliquer sur **Événements** (haut)

> Sélectionner **Université du Luxembourg and partner events**



Attention, le nombre de places par workshop étant généralement limité, vous devez vous inscrire pour participer.

**Vérifiez périodiquement les mises à jour sur de nouveaux évènements/ateliers à venir sur <https://uni-lu.jobteaser.com/en/events>.**

**Notez que si vous vous inscrivez, vous vous engagez à participer au workshop.**

**« La chance ne sourit  
qu'aux esprits bien  
préparés »**

*Louis Pasteur*

# Ton stage ou 1<sup>er</sup> job de rêve est sur ta plateforme Career Centre

Pourquoi tu dois absolument t'inscrire :

1

Des offres de stage, des premiers jobs  
et des opportunités à l'international

2

Des vidéos pour comprendre concrètement  
les métiers en entreprise

3

Un contact direct avec les recruteurs  
des entreprises qui te font rêver  
(et de celles que tu ne connais pas encore)

4

Des ateliers pour ton orientation professionnelle

**En bref, un contenu privé réservé  
aux étudiants de l'Université du Luxembourg**

[careercentre.uni.lu](https://careercentre.uni.lu)



# OK, mais comment j'accède à cette mine d'or?

1

Rends-toi sur ton Career Centre grâce à tes identifiants ou adresse email uni.lu  
<https://uni-lu.jobteaser.com/fr>  
identifiant : prenom.nom.001@student.uni.lu

2

Mets à jour ton profil (définis tes critères de recherche et télécharge ton CV) : ce point est très important car il va nous aider à filtrer les offres qui correspondent parfaitement à ton profil

3

Découvre les entreprises cibles, leur actualité et participe aux événements de recrutement GRATUITS pour créer ton réseau (forums, sessions de recrutement, ateliers, vidéo live...)

Et n'oublie pas,  
**We've got your back\***

\*On est là pour toi

[careercentre.uni.lu](https://careercentre.uni.lu)

Dear students,

The Career Centre of the University of Luxembourg is pleased to introduce you to the new:

## **STUDENT SUCCESS WORKSHOPS SUMMER SEMESTER 2019-2020**

### **Why?**

Since 2012, the University of Luxembourg has been carrying out employability studies among the main companies that recruit students in Luxembourg. We asked them what they thought of you once you'd started working with them. The results show that you have a lot of skills and competencies, and that you are well qualified when it comes to business expertise.

However, you still need to work on your interpersonal and behavioural skills, such as public speaking, negotiation techniques, project management, or your digital skills.

To improve your employability and increase your chances of starting a good professional career after university, the Career Centre is inviting you to take part in its **Student Success Workshops**.

### **What?**

You can attend as many workshops as you want. They are split into three major modules:

**MODULE 1 : Explore career strategies and techniques**

**MODULE 2: Boost your social skills !**

**MODULE 3: Improve your digital skills**

You will find workshops dealing with CVs and covering letters (in French, English or German), public speaking, how to secure your IT tools, and more.

These workshops are **free**, and are led by **highly respected professionals** who have been selected by the University of Luxembourg and include HR consultants, entrepreneurs, professionals from multinational companies based in Luxembourg, etc.

### **How?**

It will help you develop both your professional and personal skills and increase your chances of landing your dream job and feeling more at ease in interviews, in public and at work. By signing up to these workshops, you're boosting your **"employability capital"**.

## How do I sign up?

All the information are in the new Career Centre portal / Events.

> <https://uni-lu.jobteaser.com/en/events>

> Click on **Event** (top)

> Select **Université du Luxembourg and partner events**



Please note that the number of places per workshop is usually limited, so if you want to take part, you must sign up!

**Check back regularly for updates about new events / workshops opportunities on <https://uni-lu.jobteaser.com/en/events>.**

**Please note that if you sign up this means you have committed to attending the workshop.**

***“Fortune only smiles  
on the well-prepared  
mind”***

***Louis Pasteur***

# Your dream internship or graduate job is on your Career Centre platform

Why you should definitely register:

**1**

Internships, graduate vacancies and amazing international job opportunities exclusive to the University of Luxembourg

**2**

Videos to really understand what it means to work at a particular company

**3**

Direct contact with recruiters from a range of companies – from those you dream of, to those you haven't heard of yet

**4**

Workshops to meet your career goals

**In short, content that will help you find your way...and the perfect job opportunity for you**

[careercentre.uni.lu](https://careercentre.uni.lu)

# I'm sold! How do I get my hands on this?

1

Register via your uni.lu student email address at your Career Centre  
<https://uni-lu.jobteaser.com/fr>  
identifiant : prenom.nom.001@student.uni.lu

2

Update your profile, define your criteria and upload your CV: this is crucial because it will help us filter the vacancies that perfectly match who you are and what you want.

3

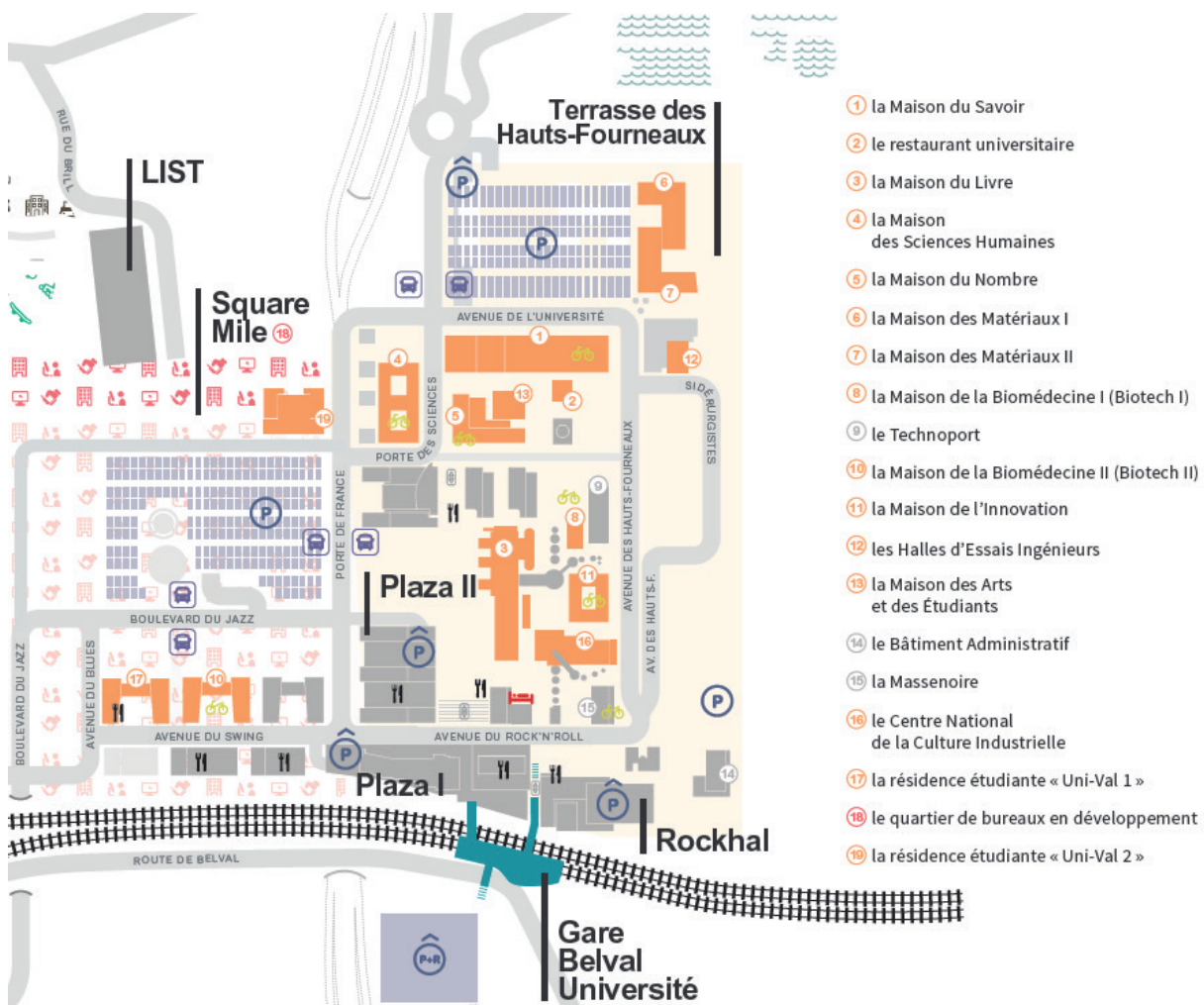
Explore your targeted companies, receive their updates and participate in free recruitment events to build your future network (job fairs, recruitment sessions, workshops, live videos...)

And don't forget,  
**We've got your back**

[careercentre.uni.lu](https://careercentre.uni.lu)

# HOW TO ACCESS TO...

On **BELVAL CAMPUS**, most of the workshops organized this semester are located at **Maison du Savoir of the University of Luxembourg**,  
6A, avenue des Hauts-Fourneaux  
L-4365 Esch-sur-Alzette



# **MODULE 1**

## **EXPLORE CAREER STRATEGIES AND TECHNIQUES**



# INTRODUCTION TO THE PROFESSIONAL WORLD IN LUXEMBOURG

## SESSION

10 March 2020

13.00 - 15.00

Room MSA 4.540, Belval campus



Speaker

**Jean JUNCK**, independent economic expert



Language

**English**



Duration

**2 hours**

## LEARNING OUTCOMES

Contemplating a career after your diploma but don't know where to begin? Join this workshop to learn about the Luxembourgish business culture and key characteristics of the labor market, the employment status and get to know the main sources of guidance and information

- > Gain a good overview of the national job market in general and its specificities in particular
- > Gain a good overview of working and living conditions in Luxembourg
- > Learn how to use appropriate sources of guidance and information

## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64331-introduction-to-the-professional-world-in-luxembourg>



# FIND THE RIGHT OPPORTUNITY: JOB AND INTERNSHIP SEARCH STRATEGIES

## SESSION

**11 March 2020**

**12.15 - 14.00**

**Room MSA 3.370, Belval campus**



**Speaker**

**Jean JUNCK**, independent economic expert



**Language**

**English**



**Duration**

**1 hour 45**

## LEARNING OUTCOMES

Have you been concerned that your job search strategy is not on target and you are losing exciting opportunities? Well, you may be right!

Job search is a challenging process requiring many ingredients for it to work well. Most job seekers do not know all the critical ingredients, and go into job search without the advantages and benefits a well-developed strategy provides. Thus, job search is more frustrating and takes longer than it should. Come to this workshop to:

- **Understand the employer's approach and requirements in the recruitment and selection process**
- **Put in practice a targeted job search strategy by using dedicated techniques**
- **Learn how to use appropriate sources of guidance and information**

## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64332-find-the-right-opportunity-job-and-internship-search-strategies>

# LEBENS LAUF UND BEWERBUNGSSCHREIBEN AUF DEUTSCH

## SESSION

22 April 2020

12.00 - 14.00

Room MSA 4.540, Belval campus



Speaker  
EVA Training



Language  
German



Duration  
2 hours

## LEARNING OUTCOMES

Ziel des Workshops ist es, den Studierenden einen methodischen Rahmen zur Verfügung zu stellen, mit dem sie bestimmte Standards erfüllen können. Das Verfassen eines Anschreibens wird auch die einzigartige Persönlichkeit und Erfahrung jeder Person hervor streichen.

Unmittelbar nach dem Workshop kann der Studierende:

- > **Besser verstehen, was Personalvermittler in Anschreiben benötigen und erwarten**
- > **Integrieren Sie das Wissen, das Sie für die Erstellung eines Anschreibens benötigen**
- > **Beschäftigen Sie sich mit einigen kulturellen Besonderheiten, wenn Sie ein Anschreiben in englischer Sprache verfassen**



## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64333-lebenslauf-und-bewerbungsschreiben-auf-deutsch>

# THE CV AND THE COVER LETTER IN ENGLISH

## SESSION

9 April 2020

10.00 – 12.00

Room MSA 4.540, Belval campus



Speaker  
EVA Training



Language  
English



Duration  
2 hours

## LEARNING OUTCOMES

The objective of the workshop is to provide students with a methodological framework with which they can meet certain standards used and expected in English-speaking countries. Writing a cover letter will also point out the unique character of each person's experience.

Immediately following the workshop, the student will be able to:

- > **Better understand what recruiters need and expect in cover letters**
- > **Integrate the knowledge required when putting a cover letter together**
- > **Deal successfully with some cultural particularities if you write a cover letter in English**



## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64335-the-cv-and-the-cover-letter-in-english>

# LE CURRICULUM VITAE (CV) EN FRANÇAIS

## SESSION

17 March 2020

13.00 - 15.00

Room MSA 2.240, Belval campus



Speaker

**Romain RAUX**, Career Centre,  
University of Luxembourg



Language

**French**



Duration

**2 hours**

## LEARNING OUTCOMES

Ce workshop est pour vous si vous souhaitez :

- > **Créer un nouveau CV**
- > **Retravailler votre CV existant**
- > **Connaître les CV qui marchent**
- > **Mieux comprendre ce qu'attendent les recruteurs**

### Contenu

#### 1. Préambule

- a. *Le CV parfait n'existe pas*
- b. *Objectifs du CV*

#### 2. La recherche d'informations

- a. *La petite annonce*
- b. *La candidature spontanée*
- c. *Le réseau*

#### 3. Présentation générale du CV

#### 4. L'état-civil

#### 5. La photo

#### 6. L'accroche

#### 7. La formation : Études primaires et secondaires ; les langues ; l'informatique

#### 8. L'expérience professionnelle

#### 9. Divers

#### 10. Exemples de CV commentés

## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64336-le-curriculum-vitae-cv-en-francais>

# LA LETTRE DE MOTIVATION EN FRANÇAIS

## SESSION

18 March 2020

9.30 - 11.30

Room MSA 2.240, Belval campus



Speaker

**Romain RAUX**, Career Centre,  
University of Luxembourg



Language

**French**



Duration

**2 hours**

## LEARNING OUTCOMES

Ce workshop est pour vous si vous souhaitez :

- > Rédiger une lettre de motivation pertinente
- > Développer des qualités d'écriture
- > Étendre vos connaissances en présentation de lettre de motivation
- > Savoir comment rédiger une lettre qui retiendra l'attention du recruteur

### **Contenu**

1. Objectifs de la lettre
2. Personnaliser par la recherche d'informations
  - a. La petite annonce
  - b. La candidature spontanée
  - c. Le réseau
3. Présentation générale de la lettre
  - a. Les paragraphes
  - b. La règle du « Vous-Je-Nous »
  - c. Un peu d'oralité dans l'écriture
  - d. Les mots et tournures à bannir
  - e. Les mots et tournures qui marchent
4. Exemples de lettres commentées

## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64337-la-lettre-de-motivation-en-francais>

# L'ENTRETIEN D'EMBAUCHE EN FRANÇAIS

## SESSION

20 March 2020

9.30 - 11.30

Room MSA 2.400, Belval campus



Speaker

**Romain RAUX**, Career Centre,  
University of Luxembourg



Language

**French**



Duration

**2 hours**

## LEARNING OUTCOMES

Ce workshop est pour vous si vous souhaitez :

- > Vous préparer à vos prochains entretiens de recrutement
- > Vous sentir plus à l'aise en entretien
- > Connaître les questions pièges... et savoir y répondre
- > Sécuriser au maximum votre session de recrutement
- > Vous initier aux tests psychotechniques

### Contenu

1. L'entretien, généralités
  - a. Les différents types d'entretien
  - b. Les différentes phases de l'entretien
  - c. Les comportements à éviter absolument
  - d. Et les tests psychotechniques ?
2. Avant l'entretien
  - a. Se renseigner sur l'entreprise
  - b. Dernier check-up de la veille
3. Le jour J
  - a. En attendant
  - b. Premier contact
  - c. Convaincre
  - d. La conclusion
  - e. Le débriefing

## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64338-l-entretien-d-embauche-en-francais>

# PROFESSIONAL PHOTO FOR THE CV (free of charge)

## SESSION

27 April 2020

13.00 – 17.00

Room MSA 2.240, Belval campus



Speaker

**Sophie Margue**, professional photographer



Duration

**4 hours**

## LEARNING OUTCOMES

This workshop is for you if you want:

- > **A professional picture, taken under studio conditions.**
- > **Personalise your CV**
- > **Communicate on professional social networks**

**Attention:** photo reserved for students of the University of Luxembourg.  
All registrations will be checked on site.

Appear in the same dress code as for a job interview.  
Photos will be sent afterward by email.

## REGISTRATION

Come at any time on 27.04.2020, between 13.00 and 17.00.  
It takes only 5 minutes, depending on the waiting time.

# WORKING IN THE BANKING SECTOR

## SESSION

8 April 2020

12.00 - 14.00

Room MSA 3.520, Belval campus



Speaker

**Société Générale Luxembourg**



Language

**English**



Duration

**2 hours**

## LEARNING OUTCOMES

Discover the banking sector and the jobs you can apply for after your graduation.

## REGISTRATION

<https://uni-lu.jobteaser.com/en/events/64478-working-in-the-banking-sector>



# LA FONCTION PUBLIQUE LUXEMBOURGEOISE

## SESSION

23 March 2020

9.30 - 11.00

Room MSA 3.040, Belval campus



Speaker

**Anne Van den Bulcke, Annick Scholtes  
and Tiago Pleimling**, Service Recrutement,  
Centre de gestion du personnel  
et de l'organisation de l'État



Language

**Français**



Duration

**1 hour 30**

## LEARNING OUTCOMES

Afin de répondre à l'ensemble de ses missions de service public, la Fonction publique recrute des profils spécialisés dans tous les domaines. Nous sommes à la recherche d'agents hautement motivés, intègres, qualifiés et spécialisés, qui sont prêts à s'impliquer et à s'engager au service du citoyen !

Après la présentation, vous aurez une idée de l'éventail de métiers recherchés, vous connaîtrez les différentes carrières, les voies d'entrée pour accéder à la Fonction publique ainsi que les modalités de l'examen-concours, et vous saurez comment postuler aux emplois vacants sur la plateforme GovJobs.lu.

## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64340-la-fonction-publique-luxembourgeoise>

**MODULE 2**  
**BOOST YOUR**  
**SOCIAL SKILLS !**



# THE WOW FACTOR, BUSINESS ETIQUETTE

## SESSION

6 April 2020

10.00 - 12.00

Room MSA 4.500, Belval campus



Speaker

Florence Lemeer-Wintgens, Look@work



Language

English



Duration

2 hours

## LEARNING OUTCOMES

Business Etiquette course will equip you with the tools to feel confident in any business situation. Although basic business etiquette may vary from country to country, some principles stand the test of time and geography.

The ability to handle yourself properly can sometimes outweigh even your technical skills. If you know what to do, when to do it, and how to do it with grace and style, you will have a competitive edge in your career. All business experts agree that good manners promote good business. This is how important business etiquette is.

In this workshop, you will learn:

- Proper business introductions and making a great first impression
- The proper handshake
- Business cards and introductions
- Punctuality
- The importance of being properly dressed
- What exactly is "Business Casual"?
- Business dining

look@work  
Maximise your potential

## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64342-the-wow-factor-business-etiquette>

# HOW TO MAKE GOOD IMPRESSION AT YOUR FIRST JOB

## SESSION

24 March 2020

13.00 - 15.00

Room MSA 3.040, Belval campus



Speaker

**Jean JUNCK**, independent economic expert



Language

**English**



Duration

**2 hours**

## LEARNING OUTCOMES

You will soon graduate from the University, and you are about to embark on a life-altering experience. You will start your first job. At least it is your first real one since you may have worked part-time while you were a student.

Never underestimate how important it is to make a good impression at work. When your boss and colleagues realize they can rely on you to do a great job, then you will likely begin to receive greater responsibility. That, in turn, can lead to promotions and raises. So...exactly, who do you want to be at at your new working?

Come to this workshop to:

- **Learn how to prepare before starting a (new) professional experience**
- **Learn how to behave and work in your job**

## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64343-how-to-make-good-impression-at-your-first-job>

# LA GESTION DU STRESS

## SESSION

31 March 2020

13.00 - 15.00

Room MSA 3.040, Belval campus



Speaker

**Pedro Castilho**, Verbalius Owner & Founder



Language

**French**



Duration

**2 hours**

## LEARNING OUTCOMES

Ce workshop est pour vous si vous souhaitez :

- > **Comprendre le fonctionnement du stress**
- > **Découvrir les différents types de stress**
- > **Distinguer les symptômes des causes profondes**
- > **Adopter une attitude « intelligente » face au stress**

### Contenu

1. *Décrypter le stress : symptômes, causes, raison d'être, diverses formes*
2. *Explorer la façon de gérer son propre stress avant de gérer celui d'autrui*
3. *Expérimenter des outils de gestion du stress : la préfrontale attitude ou une attitude plus intelligente*

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## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64344-la-gestion-du-stress>

# DEALING WITH STRESS

## SESSION

24 March 2020

11.00 – 13.00

Room MSA 3.040, Belval campus



Speaker

**Pedro Castilho**, Verbalius Owner & Founder



Language

**English**



Duration

**2 hours**

## LEARNING OUTCOMES

This workshop is for you if you want to:

- > **Understand how stress works**
- > **Discover the different types of stress**
- > **Distinguish symptoms from root causes**
- > **Develop an «intelligent» attitude to stress**

### **Contenu**

- 1. Deciphering stress: symptoms, causes, rationale, various forms*
- 2. Exploring how to manage your own stress before you manage the stress of others.*
- 3. Experimenting with stress management tools: the prefrontal attitude or a smarter attitude*

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## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64345-dealing-with-stress>

# LA PRISE DE PAROLE EN PUBLIC

## SESSION

21 April 2020

10.00 - 12.00

Room MSA 2.220, Belval campus



Speaker

**Christophe Schwartz**, Consultant formateur,  
Cadres en mission



Language

**French**



Duration

**2 hours**

## LEARNING OUTCOMES

Ce workshop est pour vous si vous souhaitez :

- > **Vous exprimer avec clarté et de manière agréable et convaincante**
- > **Connaître les points forts et les axes de progrès pour améliorer vos pratiques de communication**
- > **Identifier les symptômes du trac, les facteurs qui le provoquent et mettre en œuvre les techniques pour le maîtriser**
- > **Appliquer la bonne méthode pour structurer sa prise de parole dans un contexte personnel et/ou professionnel**
- > **Vous approprier des techniques pour développer votre capacité à mieux communiquer en toutes circonstances**

### Contenu

- 1. Les principes fondamentaux de la communication : définitions, schéma de principe*
- 2. Les composantes de la communication orale : la règle des « 3 V » et celle des « 4x20 »*
- 3. La gestion du trac lors de la prise de parole en public*
- 4. La confiance en soi, l'estime de soi, l'assertivité*
- 5. L'empathie et l'écoute active*
- 6. La préparation et la structuration d'une prise de parole en fonction des objectifs*

## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64346-la-prise-de-parole-en-public>

# PUBLIC SPEAKING

## SESSION

30 March 2020

9.30 - 11.30

Room MSA 3.330, Belval campus



Speaker

**Pedro Castillo**, Verbalius Owner & Founder



Language

**English**



Duration

**2 hours**

## LEARNING OUTCOMES

This workshop is for you if you want to:

- > Express yourself clearly, pleasantly and convincingly
- > Know the strengths and areas for improvement in order to improve your practices of communication
- > Identify the symptoms of stage fright, the factors that cause it, and implement the techniques to master it
- > Know the right method to structure one's speech in a personal and/or professional context
- > Appropriate techniques to develop your ability to communicate better in all circumstances

### Contenu

1. The basic principles of communication: definitions, outline of principles
2. Dealing with public speaking stage fright
3. Self-confidence, self-esteem, assertiveness
4. Empathy and active listening
5. The preparation and structuring of a speech according to the objectives

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## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64348-public-speaking>



# THE FUNDAMENTALS OF PROJECT MANAGEMENT

## SESSION

7 April 2020

13.00 - 15.00

Room MSA 3.350, Belval campus



Speaker

**Jean-Louis PIRAUX**, LIST Luxembourg



Language

**English**



Duration

**2 hours**

## LEARNING OUTCOMES

More details coming soon...



## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64350-the-fundamentals-of-project-management>

# **MODULE 3**

## **IMPROVE YOUR DIGITAL SKILLS**



# LINKEDIN, FACEBOOK, TWITTER... THE BEST SOCIAL MEDIA PLATFORM TO LOOK FOR A JOB

## SESSION

12 May 2020

10.00 - 12.00

Room MSA 3.520, Belval campus



Speaker

**Aswin LUTCHANAH**, Social media specialist  
University of Luxembourg



Language

English



Duration

2 hours

## LEARNING OUTCOMES

More details coming soon...

## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64351-linkedin-facebook-twitter-etc-the-best-social-media-to-look-for-a-job>

# E-REPUTATION: MANAGING YOUR ONLINE IMAGE

## SESSION

19 May 2020

10.30 - 12.30

Room MSA 3.520, Belval campus



Speaker

**Aswin LUTCHANAH**, Social media specialist  
University of Luxembourg



Language  
English



Duration  
2 hours

## LEARNING OUTCOMES

More details coming soon...

## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64352-e-reputation-managing-your-online-image>

# LA RECHERCHE DOCUMENTAIRE

## SESSION

5 May 2020

10.00 - 12.00

Learning Center, Hub 1.01,  
Belval campus



Speaker

**Florence Vilette**, Learning Center,  
University of Luxembourg



Language

**French**



Duration

**2 hours**

## LEARNING OUTCOMES

Maîtriser la recherche et la gestion de l'information fait partie des compétences essentielles de la vie d'étudiant et plus tard de la vie professionnelle.

Le Luxembourg Learning Centre offre aux étudiants de l'Université du Luxembourg une formation consacrée à la recherche documentaire. Dans un parcours de 4 modules thématiques, les participants apprennent à :

- > **Définir le besoin d'information**
- > **Rechercher et accéder à l'information**
- > **Évaluer et gérer l'information**
- > **Exploiter les informations**

## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64510-la-recherche-documentaire>

# HACKER-PROOF YOUR SMARTPHONE

## SESSION

28 April 2020

09.30 - 12.30

Room MSA 1.601 (TIC), Belval campus



Speaker

**Damien Schreurs**, Security IT specialist,  
EasyTECH S.a.r.l.



Language  
English



Duration  
3 hours

## LEARNING OUTCOMES

- > Understanding the risks incurred in the event of a security incident on a smartphone
- > Understanding the different attack vectors for smartphone owners
- > Knowing the best practices for securing a smartphone

### Contents

1. Why worry about the security of your smartphone?
2. The different ways to compromise the security of a smartphone
3. 10 best practices to secure your smartphone



## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64354-smartphone-safety-awareness>

# HACKER-PROOF YOUR ONLINE ACCOUNTS

## SESSION

30 April 2020

12.00 - 15.00

Room MSA 3.040, Belval campus



Speaker

**Damien Schreurs**, Security IT specialist,  
EasyTECH S.a.r.l.



Language  
English



Duration  
3 hours

## LEARNING OUTCOMES

- > Why bother about online security?
- > Different ways online accounts get hacked
- > Critical online security hygiene



## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64355-online-security-essentials>

# GOOGLE IN THE ENTERPRISE: G SUITE

## SESSION

7 May 2020

11.00 - 13.00

Room MSA 4.520, Belval campus



Speaker

**Damien Schreurs**, Security IT specialist,  
EasyTECH S.a.r.l.



Language  
English



Duration  
2 hours

## LEARNING OUTCOMES

- > What is G Suite?
- > Why consider using G Suite?
- > Which G Suite edition to start with?



## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64356-g-suite-gmail-google-drive-google-docs-google-slides>



# MICROSOFT POWERPOINT: MAKE EFFECTIVE PRESENTATIONS!

## SESSION

26 May 2020

11.30 - 14.30

Room MSA 1.601 (TIC), Belval campus



Speaker

**Damien Schreurs**, Telindus Luxembourg



Language

English



Duration

**3 hours**

## LEARNING OUTCOMES

In this workshop, you will learn powerful techniques to help save significant time, better manipulate and format presentations, convey information in an engaging way, and collaborate with others more effectively. Based in real-life scenarios, the course will include a mix of instructor-led demos and a lot of hands-on work to put new skills to use. Students can expect to leave this class with an understanding of the features of PowerPoint - beginner through advanced - and with productivity techniques that can be used on a daily basis.

In addition to gaining an understanding of PowerPoint functionality, students will learn how to create a compelling presentation that will engage and motivate an audience.

- **Improve your ability to structure messages in a PowerPoint presentation in a structured, concise, accurate and responsive way**
- **Structure your PowerPoint presentation in a visual, readable and attractive way for the audience including charts, animations presenting objectives, results...**



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## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64357-microsoft-powerpoint-make-effective-presentations>

# EXCEL FOR BEGINNERS: THE ESSENTIALS

## SESSION

18 May 2020

14.30 - 17.30

Room MSA 1.601 (TIC), Belval campus



Speaker

**Damien Schreurs**, Telindus Luxembourg



Language

English



Duration

3 hours

## LEARNING OUTCOMES

During this workshop, you will build a solid foundation on which you will be able to learn, grow more and be able to build the rest of your Excel experience on. Enroll now and I will guide you step-by-step, exercise files included, through the basics of working with the most powerful spreadsheet tool on the market. In very little time, you will master the basics of Excel that will provide a foundation for more advanced Excel techniques.

### Content

1. Creating and modifying tables, mistakes to avoid
2. Formatting, insertions, deletions, copies, ...
3. Common formulas and functions
4. Using relative and absolute references in formulas
5. Conditional formatting
6. Layout and printing
7. Sorting and filtering lists of data
8. Introduction to Charts and Sparklines
9. Many tips and tricks



## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64358-excel-for-beginners-the-essentials>

# EXCEL ADVANCED: FORMULAS, FUNCTIONS, CHARTS

## SESSION

25 May 2020

14.30 - 17.30

Room MSA 1.601 (TIC), Belval campus



Speaker

**Damien Schreurs**, Telindus Luxembourg



Language

English



Duration

3 hours

## LEARNING OUTCOMES

This Microsoft Excel class will make you a master of Microsoft Excel. Learn the expert features and functions in Microsoft Excel, alongside our expert, to help you get you beyond the basics and have advanced-level proficiency in using this worldwide software.

Whilst in this workshop we'll cover the basics of Excel, including SUM, MIN,MAX and other conditional statements, we'll quickly move onto more advanced-level topics including:

- > **Using special/advanced functions**
- > **Manage error messages**
- > **Conditional Formatting with formulas and advanced features about Data Validation**
- > **Types of Protections**
- > **Realize appropriate charts and see all types of charts**



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## REGISTRATION

<https://uni-lu.jobteaser.com/fr/events/64359-excel-advanced-formulas-functions-charts>

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