OBJECTIVES OF WORK PLACEMENTS

Period 1 – 2 weeks

The main purpose of the first work placement is to immerse students in a work environment.

The skills to be developed could be:
- greeting and informing visitors
- communicating in writing within the organisation and beyond
- complying with the presentation standards of the organisation
- following workplace instructions
- reviewing and reporting
- respecting confidentiality
- finding one’s place and knowing who key personnel are (both external and internal) and understanding the organisation’s aims and objectives.
- anticipating and identifying the needs for assistance

Period 2 – 6 weeks

Managing information:
- carrying out information research
- providing structured information
- managing the information of the entity
- making a significant contribution to the information system

Organising:
- assisting the manager with his/her duties
- contributing towards the improvement of the organisation
- dealing with the administrative management of human resources
- managing the material resources of an administrative department
- organising an event
- taking responsibility for a specialised case or project

Being involved in decision-making processes:
- identifying a problem or a requirement
- offering solutions to problems or needs
- following up the decision

Communicating:
- in French or in foreign languages
- face to face or on the telephone

After this work placement, the student will be required to carry out the analysis of communication situations in the work environment and to present the professional activities and tasks entrusted to him/her in writing.
Period 3 – 5 weeks

Managing information:
- carrying out information research
- providing structured information
- managing the information of the entity
- making a significant contribution to the information system

Organising:
- assisting the manager with his/her duties
- contributing towards the improvement of the organisation
- dealing with the administrative management of human resources
- managing the material resources of an administrative department
- organising an event
- taking responsibility for a specialised case or project

Being involved in decision-making processes:
- identifying a problem or a requirement
- offering solutions to problems or needs
- following up the decision

Communicating:
- Verbal and written communication in French or in foreign languages
- Awareness of other operating modes