

# **2026 TRADE UNION TRAINING COURSES**

## Notice

This training catalogue covers delegate courses offered by the Chambre des Salariés (CSL), the Ecole Supérieure du Travail (EST) and ALEBA. The registration procedure differs according to the type of course.

**For courses given at the CSL or ALEBA**, please contact us directly at [events@aleba.lu](mailto:events@aleba.lu), providing the following information:

- First and last name;
- Email address;
- Title of the course(s) you wish to attend.

For courses given at EST, we invite you to register directly online, [on the EST website](#). You will find a full catalogue and the registration form.

To register for an EST course, you will be asked to provide your employer's agreement, which you can download from the EST website [at this link](#).

The **EST catalogue** is **regularly updated at the request of participants**, so if you are interested in a course in the catalogue but there are no dates available, don't hesitate to contact the organisers to request a new date!

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## CSL courses

### FS-2.6: Employee illness: from medical certificate to disability (FR)

**Duration:** 1 day

**Trainer:** external (Caroline Marchoul)

**Dates:** 25/03/2025 and 26/03/2025

**Time:** 9h-17h

#### **Goals:**

Know the entire history of the employee who is ill and unable to work.

#### **Contents:**

##### 1. The medical certificate

- Declaration of incapacity
- Protection against dismissal
- Long-term illness
- Occupational medicine

##### 2. Gradual return to work

##### 3. Reclassification

- Definitions of internal and external reclassification
- The reclassification procedure
- Appeals
- Return to work

##### 4. Disability

**Course held in French.**

## FS-1.1: Labour law in the daily life of a staff delegate (FR)

**Duration:** 1 day

**Trainer:** external (Jean-Louis Adnet)

**Date:** 12/05/2026

**Time:** 9h-17h

### Goals:

- Discover Luxembourg institutions and sources of labour law.
- Apply labour law in a practical manner.
- Acquire reflexes in analysing labour law situations and mobilise the relevant resources to respond to them.

### Contents:

- Institutions related to labour law in Luxembourg and their respective roles
- The different sources of law: What are they?
- Real-life examples experienced by lawyers and staff representatives

**Course held in French.**

## FS-8.3: Awareness raising and communication with employees (FR)

**Duration:** 1 day

**Trainer:** external (Martine Kohn)

**Date:** 19/05/2026

**Time:** 9h-17h

### Goals:

- Define an awareness-raising project
- Conduct awareness-raising activities
- Create materials to support the awareness-raising campaign
- Assess the impact of awareness-raising activities

### Contents:

- Different types of communication for raising awareness
- Components of an awareness-raising action
- Direct and indirect communication channels
- Types of materials to support an awareness-raising campaign
- Good communication practices in raising awareness

**Course held in French.**

## FS-8.5: Defending the interests and needs of employees (FR)

**Duration:** 1 day

**Trainer:** external (Martine Kohn)

**Date:** 02/06/2026

**Time:** 9h-17h

### Goals:

- Analyse a situation.
- Seek solutions.
- Define an intervention or defence strategy.
- Prepare to act.

### Contents:

- The needs and interests of employees
- My role as an employee representative and my objectives
- The components of a defence strategy
- Positive or negative reactions from employees, managers, or senior management
- Preparing for defence actions
- Communicating the results of actions

**Course held in French.**

## FS-8.4: Preparing, conducting, and following up on a meeting (FR)

**Duration:** 1 day

**Trainer:** external (Bernd Dorst)

**Date:** 03/06/2026

**Time:** 9h-17h

### Goals:

- Prepare a meeting (objectives, agenda, and invitations)
- Research information and review documents
- Lead discussions, present arguments, and contribute to finding solutions
- Close the meeting with a summary of the discussions and a description of the actions to be taken
- Mobilise stakeholders around the actions to be implemented
- Follow up on the meeting

### Contents:

- The various components and stages involved in preparing for a meeting or presentation
- Important information to include in minutes
- Rules for communication in small and large groups
- Techniques for managing contributions and difficult meetings

**Course held in French.**

## FS-9.1: Mobilising the delegation around a project (FR)

**Duration:** 1 day

**Trainer:** ALEBA (Laurent Mertz)

**Date:** 17/06/2026

**Time:** 9h-17h

### Goals:

- Define priorities and advocacy actions
- Define a project: themes, objectives, stakeholders, resources, actions, agenda, criteria, etc.
- Mobilise staff representatives and other stakeholders within the company

### Contents:

- Effective operating methods
- Establishing a work plan
- Knowledge of how staff delegations operate
- Assessing how the staff delegation operates and identifying areas for improvement
- Methods for leading a staff delegation
- Communication and information strategy at union and employee level
- Distribution of responsibilities within the team

**Course held in French.**

## FS-6.4: Human resources dashboards and age management (FR)

**Duration:** 1 day

**Trainer:** external (Ernestina Tancredi)

**Date:** 25/06/2026

**Time:** 9h-17h

### Goals:

- Understand the components of a human resources dashboard
- Understand and be able to question the information in an HR dashboard
- Demonstrate the added value of anticipating departures and recruitment for employees and the organisation
- Participate in improving age management within the organization

### Contents:

- The main indicators of an HR dashboard and their relevance
- The components and relevance of social reporting
- Important indicators (economic, structural, and salary-related)
- Support for hiring young people, seniors, and middle-aged people
- Best practices for using HR dashboards and age management in an organisation in Luxembourg

**Course held in French.**

## FSAction-8.20: The staff delegation and HR: Tools for social dialogue (FR)

**Duration:** 1 day

**Trainer:** external (Natacha Beicht)

**Date:** 01/07/2026

**Time:** 9h-17h

### Goals:

- Practise social dialogue between staff representatives and company representatives
- Adjust your approach as a staff representative
- Put together your own toolkit to facilitate social dialogue within the company

### Contents:

Through practical case studies, participants are placed in real-life situations, where they can exchange ideas and practise with other participants. The situations are based on real cases, in which participants practise conducting meetings with various stakeholders, such as staff representatives, management and human resources managers. It is important for representatives to be prepared and to adopt an appropriate approach to social dialogue. Guided by the trainer-expert in analysing situations, finding solutions, and preparing arguments to defend their position, participants are encouraged to apply their knowledge.

This training enables participants to apply their knowledge, improve their practices and add to their own toolbox of social dialogue skills within the company.

**Course held in French.**

## FS-1.3: Types of employment contracts and amendments to essential clauses (FR)

**Duration:** 1 day

**Date:** 03/07/2026

**Trainer:** external (Jean-Louis Adnet)

**Time:** 9h-17h

### Goals:

- Know the mandatory information in an employment contract
- Identify non-compliances
- Assess the potential impacts of changes in working conditions

### Contents:

- Definition of an employment contract
- Different types of employment contracts: permanent contracts, fixed-term contracts, temporary work
- Form, content and mandatory clauses
- The concept of a material change to an employment contract
- Procedure and conditions for changes with notice or with immediate effect

**Course held in French.**

## FS-6.5: Working hours and the PAN Act (FR)

**Duration:** 1 day

**Trainer:** external (Karine Bicard)

**Date:** 21/09/2026

**Time:** 9h-17h

### Goals:

- Understand the legal basis for working time in Luxembourg
- Understand the components of working time organisation and its consequences for employees
- Monitor compliance with rules and legislation on working time organisation plans

### Contents:

- Regulations governing the organisation of working time
- Specific working time arrangements, advantages, and risks for employees
- Information on an organisational plan and how it works
- Impact on collective agreements
- Current practices in this area

**Course held in French.**

## FS-4.4: Understanding pension systems in Luxembourg (DE)

**Duration:** 1 day

**Trainer:** external (Karine Bicard)

**Date:** 23/09/2026

**Time:** 9h-17h

### Goals:

- Explain the different types of pensions in Luxembourg to employees
- Advise employees on pensions in Luxembourg

### Contents:

- The different types of pensions
- Calculation methods
- Terms and conditions for obtaining a pension
- Procedures
- Appeals

**Course held in German.**

## FS-5.3: Reading a payslip and employee remuneration (FR)

**Duration:** 1 day

**Trainer:** TBD

**Date:** 28/09/2026

**Time:** 9h-17h

### Goals:

- Explain to employees the information contained in their payslips and the correspondence between the amounts indicated
- Advise employees on remuneration when different options are available
- Identify situations of potential unfairness

### Contents:

- The various items of information on a payslip
- Mandatory and additional information on a payslip
- Other increases that contribute to remuneration, their components, and their impact on the employee
- Specific features of Luxembourg, and the specific cases of cross-border or posted workers

**Course held in French.**

## FSAction-8.21: Mediation in the workplace (FR)

**Duration:** 1 day

**Trainer:** external (Jean-Louis Adnet)

**Date:** 10/11/2026

**Time:** 9h-17h

### Goals:

- Understand the mediation process and its components
- Understand the benefits of mediation in the context of interpersonal conflict in the workplace
- Contribute to improving relationships in the event of interpersonal conflict
- Adapt your approach as a delegate-mediator

### Contents:

Through practical case studies, participants are placed in real-life situations and practise with other participants. The various parties involved, including the employee, the staff representative, and the line manager, engage in resolving mediation cases. Guided by the expert trainer, participants will be reminded of the communication practices specific to mediation. Participants will conduct mediation assignments and improve their approach as mediators.

This training course enables participants to apply their knowledge, improve their practices and add to their own toolbox of social dialogue skills within the company.

**Course held in French.**

## FS-9.13: Negotiating and implementing a Collective Labour Agreement (FR)

**Duration:** 1 day

**Trainer:** external (Delphine Nicolay)

**Date:** 19/11/2026

**Time:** 9h-17h

### Goals:

- Understanding the issues and scope of collective labour agreements
- Supporting union action within the company.
- Drawing up a list of demands
- Participating in the negotiation of a collective labour agreement

### Contents:

- The steps and procedures involved in negotiating and implementing a collective agreement
- The different types of collective agreements (company, sectoral, etc.)
- Negotiation techniques
- Trade union action in the event of difficulties: industrial action, conciliation procedures, cases of non-conciliation
- Communication of negotiation results to delegation members and employees
- Preparation for industrial action and, where applicable, conciliation
- The respective roles of the Labour and Mines Inspectorate (ITM) and the Labour Court
- Examples and models of collective labour agreements

**Course held in French.**

## FS-6.3: Artificial intelligence and involvement in the design and implementation of digitalisation within the organisation (FR)

**Duration:** 1 day

**Trainer:** external (Nicolas Vaisse)

**Date:** 07/12/2026

**Time:** 9h-17h

### Goals:

- Become aware of the current use of artificial intelligence in the business world
- Understand the impact of its use on business activities and, by extension, on employees
- Participate in discussions with management on the implementation of new features or tools using artificial intelligence before they are rolled out

### Contents:

- Artificial intelligence, its components, and its implementation today
- The advantages of artificial intelligence and opportunities for businesses and employees
- The risks of implementing artificial intelligence for businesses and employees
- The impact on job security and data security
- The role of staff representatives in the discussion and implementation of artificial intelligence in the workplace

**Course held in French.**

## FS-7.2: Work-life balance (FR)

**Duration:** 1 day

**Trainer:** external (Caroline Marchoul)

**Date:** 08/12/2026

**Time:** 9h-17h

### Goals:

- Inform employees about the risks and opportunities for achieving a better work-life balance
- Listen to and discuss with employees the consequences of an imbalance
- Consider solutions for achieving a better work-life balance at company level

### Contents:

- The history and achievements in improving work-life balance: current practices, the legal framework
- The concept of work-life balance and the different components of this balance
- The legal framework in Luxembourg
- The different types of stress in relation to the work-life model in order to find the right balance
- Factors, obstacles, and pitfalls that can lead to imbalance among employees
- The role of the staff representative
- Support organisations

**Course held in French.**

## ALEBA courses

Throughout the year, ALEBA also organises training sessions to help you **unite your delegation** and **recruit new members**. Don't hesitate to contact us at [events@aleba.lu](mailto:events@aleba.lu) to ask us to organise a session! These are held at our offices at **29 Avenue Monterey** (opposite the Hamilius tram stop), and are also an opportunity for delegates to have lunch together. We look forward to hosting you!

## EST courses

Courses run by the Ecole Supérieure du Travail take place at the **Chamber of Employees' training and seminar centre** (Cefos), 12 rue du Château in Remich.

They are not regularly held in English; they can be organised by the EST **upon request**.

These courses cover various key areas essential for effectively conducting your mandate, including:

1. **Legislation and regulations:** Understanding the laws and regulations governing the role of staff representatives.
2. **Safety and health:** Training on workplace safety standards and risk prevention measures.
3. **Equality:** Raising awareness of equal opportunities and fair treatment in the workplace.
4. **Social relations:** Deepening knowledge of social relations and dialogue within the company.
5. **Economics:** Acquiring economic concepts to better understand the company's environment.
6. **Work organisation:** Studying different forms of work organization and their impact on employees.
7. **Well-being:** Promoting well-being at work and identifying factors contributing to a healthy work environment.
8. **Communication:** Developing communication skills to facilitate exchanges between different stakeholders.

Each course aims to equip staff representatives with the tools and knowledge necessary to **effectively defend employees' interests** and **promote constructive social dialogue** within the company.

In particular, ALEBA recommends the following training courses. It is up to delegates to check [the EST website](#) to see if the courses are taking place and, if so, to request a new date.

## Legislation and regulations

- FD-1: Exercising the mandate of employee delegate
- FD-1.2: Employment tribunals and trade union involvement

## Health and safety

- FD-2: The role of the occupational health and safety representative
- FD-2.1: Organising an inspection tour
- FD-2.2: Cybersecurity
- FD-2.3: The impact of NICTs and the potential consequences on mental workload at work
- FD-2.5: Accidents in the workplace
- FD-2.7: The active approach to the prevention of health and safety risks in the workplace
- FD-2.8: The importance of cooperation between the health and safety representative and the designated employee

## Equality

- FD-3: The role of the equality representative
- FD-3.1: Discriminations in the workplace

## Social

- FD-4.3: Employees in need of protection: different situations and legal means

## **Economics**

- FD-5.2: Understanding the fundamentals of a company's financial performance

## **Work organisation**

- FD-6.1: The role of delegation in vocational training

## **Well-being**

- FD-7.3: The different types of leaves

## **Communication**

- FD-8.2: Public speaking
- FD-8.22: Active listening for better communication