



Vzdelávanie a kultúra

Program celoživotného vzdelávania



Národná agentúra
Programu celoživotného vzdelávania

ERASMUS+ Traineeship in Companies

Placement Description:

Training and Development Department Support (CSOB Financial Group)

COMPANY OVERVIEW

NAME OF THE COMPANY	ČSOB Financial Group (Československá obchodná banka Finančná skupina)
ADDRESS	Michalská 18 815 63 Bratislava
COUNTRY	Slovakia
WEB PAGE	Web page of CSOB: www.csob.sk/o-nas Linked In of CSOB: ČSOB Finančná skupina
SHORT INFORMATION ABOUT COMPANY	<p>CSOB Financial Group offers outstanding range of services and products, including mortgages, consumer loans, savings and investment products, current accounts, as well as insurance, building savings, leasing and factoring.</p> <p>The CSOB group in Slovakia comprises the following companies: CSOB Bank, CSOB Insurance, KBC Asset Management, CSOB Leasing, CSOB Building Association, CSOB Factoring and CSOB Foundation. CSOB Financial group is a member of the European integrated bancassurance group KBC, operating in certain countries in Central and Eastern Europe, with its headquarters in Belgium.</p> <p>Client orientation, individual approach and respect is our top priority, because we consider the trust and loyalty of our clients to be the highest principle of all our operations. Based on the efficiency, enterprising spirit and capacity for innovation, we aim to provide the best and the most complex solutions for our customers. Besides the mentioned, we earn the loyalty of our employees, guarantee a high return to our shareholders and contribute towards the economic, social and cultural development of the community, to which we belong.</p>

CONTACT DETAILS

CONTACT PERSON	Eliška ČEPCOVÁ
CONTACT DETAILS (E-MAIL, TEL. NO.)	Eliška ČEPCOVÁ elcepcova@csob.sk 00421 259 666 072

REQUESTED ERASMUS STUDENT PROFILE

FIELD OF STUDIES/ PROFESSIONAL AREAS OF INTEREST	Any of: Human Resources, Strategic/International HRM, Organisational Behaviour/Organisational Development, Recruitment and Allocation, Psychology/Personal Evaluation
TASKS	- Support for HR Training and Development Department – assistance with preparation of trainings organized by HR T&D (including invitations drafting, communication with participants, training

	<p>materials distribution of etc.)</p> <ul style="list-style-type: none"> - Communication with external suppliers (both in English and Slovak) - Attendance of relevant meetings, preparation of agenda and issuance of minutes from meetings, drafting internal/external communication and documents (including presentations, business reports, etc.) - Support at HR Reporting and HR data analysis, SAP data input - Research regarding new trends in training and development, presentations of gained information for the employees of department
<p>REQUIREMENTS</p>	<p><u>Must have skills:</u></p> <ul style="list-style-type: none"> - Fluent English - Good command of Slovak or Czech language a must (due to communication across bank and with external partners) - Very good PC skills (word and excel as core) <p><u>Mindset:</u></p> <p>Creativity is encouraged, innovation is expected, and healthy disregard for the impossible is welcomed/ provoked.</p> <p>Willingness to ask tough questions and challenge the status quo of the company's practices is accepted – because the supervisors of the Interns are aware that they are not only teaching, but also learning simultaneously.</p> <p>For the fulfillment of the Intern's requirements is necessary continuous self improvement. On the other hand, support, mentoring and feedback will be provided to the greatest possible extent.</p> <p>Willingness to learn is inevitable.</p>
<p>MEASURABLE RESULTS EXPECTED FROM INTERN</p>	<p>based on: Voice of Internal Customer (VoC) measurement = measurement of quality of services, that are delivered to the internal customer - in this case, is the internal customer HR Director</p> <ul style="list-style-type: none"> - minimum score 4 out of 5 possible points 1 – 3 point/s = non satisfying 4 – 5 points = satisfying
<p>KEY LEARNING POINTS THAT THE INTERN MIGHT OBTAIN DURING THE INTERNSHIP</p>	<ul style="list-style-type: none"> - Insight in Training and Development - Employee Value Proposition Methodics - HR Data Analysis - Insight to various HR tasks/roles - Communication Skills and Teamwork
<p>PAYMENT OR OTHER BENEFITS</p>	<p>We offer the interesting opportunity to learn and understand how the Training & Development Department works by being a part of its team. The intern would have the opportunity to visit all other departments within the whole HR and thus have a complex view on its agenda.</p> <ul style="list-style-type: none"> - The intern covers living expenses from Erasmus grant - Project based bonus optional
<p>WORKING TIME and TOTAL</p>	<p>flexible working time</p>

HOURS OF WORK PER WEEK	with the compulsory time range being: from 9 a.m. till 3 p.m. (and optional time range within 7-9 a.m. and 3–5 p.m.) total hours: 40 hours/week
PLACEMENT DURATION	Min 3 to max 6 months
PLACEMENT PERIOD (FROM - TO)	Since 01/07/2014 (July 2014)

APPLICATION PROCEDURE

WHO TO APPLY TO	Eliška ČEPCOVÁ elcepcova@csob.sk
DEADLINE FOR APPLICATIONS	01/ 04/ 2014

APPLICATION PROCESS	<p>In order to apply, the candidate has to send:</p> <ul style="list-style-type: none"> – CV – cover letter – and any other relevant information <p style="text-align: right;">(in English/Slovak language)</p> <p>The candidate is also obliged to attach the document answering the following questions (each answer maximum 300 words, in Slovak language):</p> <p>1) Do you consider work-life balance to be important? In both cases of your answer (yes/no), please state the reasoning of your opinion. How do you spend your free time?</p> <p>1)Myslíte si, že je dôležité vyvážiť pracovné nasadenie dostatkom voľného času? Ak áno, uveďte prosím, aké dôvody formujú Váš názor. Ak nie, taktiež prosím uveďte Vaše dôvody. Ako trávite Váš voľný čas Vy osobne?</p> <p>2) Could you describe the recent situation that pushed you to the edges of your comfort zone/forced you to push your limits? What learning points did you derive from this experience and how did you applied them in the new situation/context?</p> <p>2) Vedeli by ste popísať nedávnu situáciu, ktorá Vás vytlačila zo zóny Vášho komfortu/Vás prinútila posunúť Vaše osobné výkonnostné limity? Čo ste sa na základe tejto situácie naučili, a ako ste skúsenosti neskôr uplatnili v inej situácii/inom kontexte?</p>
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