

Course : CSE: organizing Social and Economic Committee elections

Practical course - 1d - 7h00 - Ref. CSB

Price : 930 CHF E.T.

This comprehensive course will help you to understand the regulations applicable to CSE elections, and to master the various stages in their organization. You will learn how to negotiate the pre-electoral agreement, monitor the election process and prevent electoral disputes.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understanding the regulations applicable to professional elections
- ✓ Drawing up a pre-election memorandum of understanding
- ✓ Preparing and deploying professional elections
- ✓ Preventing and managing electoral disputes

Intended audience

Labor relations managers, HR directors, HR managers and assistants, staff responsible for organizing professional elections.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Case study on calculating headcount. Quiz and questionnaire on the organization of elections.

Course schedule

PARTICIPANTS

Labor relations managers, HR directors, HR managers and assistants, staff responsible for organizing professional elections.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Legislation applicable to professional elections

- Deadlines for setting up the CSE (valid until 31/12/2019).
- Agreement to set up the CSE.
- Rules for calculating the number of employees.
- Periodicity of professional elections.
- Determining the framework for the organization of elections.
- Local representatives.
- Legal requirements for voter eligibility.
- Candidacy requirements.

2 Drawing up a pre-election agreement

- The purpose of the pre-electoral agreement and its negotiation.
- Invitation procedures for trade union organizations.
- Gender parity.
- The number of employee representatives to be elected.
- Electoral colleges and staff distribution, seats to be filled by staff category.
- Adoption conditions and validity period.
- Advertising.
- Consequences of the absence of a pre-electoral agreement.

3 Preparing for professional elections

- Calling elections.
- Electronic voting legislation.
- Disputes concerning the distribution of staff and seats between electoral colleges.
- Drawing up electoral lists and candidate lists.
- Setting up and role of the polling station.
- Ballot papers, ballot boxes, polling booths and voters' lists.
- Postal voting.

4 Conducting and counting elections

- Two-round list voting.
- Closing the ballot and counting the votes.
- Allocation of seats and designation of elected representatives.
- Proclamation of results.
- Drawing up minutes.
- Disputes handled by the district court.
- Disputes within the jurisdiction of the administration.
- Preventing electoral disputes: steps to follow and precautions to take.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

Dates and locations

REMOTE CLASS

2026 : 2 Apr., 19 June, 18 Sep., 11 Dec.