

Course : Understanding the powers of the CSE for better collaboration

Practical course - 3d - 21h00 - Ref. CSD

Price : 2110 CHF E.T.



4,3 / 5

Positioning yourself appropriately in relation to the CSE, depending on the situation, is essential for establishing constructive labor relations. This training course will enable you to learn about the regulations governing the mandates of the personnel delegation to the CSE and the setting up of the CSE. You will learn about the role and responsibilities of the staff delegation to the CSE, the legislation governing staff representation and the regulatory methods of dealing with staff. As a result, you'll be able to conduct mandatory negotiations with greater peace of mind.



Teaching objectives

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

- ✓ Understanding the implementation of the CSE according to company size
- ✓ Understanding the roles and limits of the CSE
- ✓ Conducting mandatory annual and other negotiations
- ✓ Managing relations with the staff delegation to the CSE

Intended audience

Executives, HR directors, HR managers and managers in charge of employee representative bodies.

Prerequisites

No special knowledge required.

Course schedule

PARTICIPANTS

Executives, HR directors, HR managers and managers in charge of employee representative bodies.

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 Understanding the implementation of the CSE according to workforce size

- Distinguish between the mandates of CSE representatives, works councils and local representatives.
- Understand the impact of the notion of headcount on the body.
- Know the procedures for professional elections and the appointment of new players.
- Use the tools offered by the Macron Ordinances to adapt your CSE to your needs.

Hands-on work

Sharing experiences and exchanges. Calculating the number of employees required to set up a CSE. Exercise on drawing up an operating agreement for the CSE and/or collective bargaining to personalize social dialogue.

2 Understanding the mission of the employee delegation to the CSE

- Understand the role and prerogatives of the employee delegation to the CSE.
- Distinguish between their specific responsibilities: complaints, action with the labor inspectorate, whistle-blowing, etc.
- Understand their responsibilities in relation to the company's workforce.
- Prepare and run meetings with this body: types of meetings, frequency, formalities, points for attention...

Hands-on work

Self-assessment of the conduct of meetings with employee delegations to the CSE. Collective feedback.

3 Knowing the actions of the CSE and the actors of prevention

- Understand the three roles of the CSE: economic, SSCT and social and cultural activities.
- Understand the specific powers of the CSE: economic, decision-making...
- Applying mandatory information and consultation procedures: the BDESE, how to set it up...
- Monitoring the body's activity: the secretary's role and action methods.
- Prepare and run CSE meetings: frequency, agenda, proceedings, voting, minutes...
- Understand the role of the Works Council and local representatives.

Hands-on work

Individual reflection on the activities of your company's CSE. Practical case on the means of action available to CSE members when the company has more than 300 employees and several establishments. Plenary discussions with additional input from the speaker.

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.

4 Understanding the rights and obligations of employee representatives

- Identify delegation hours.
- Know the conditions of freedom of movement.
- Identify the procedures and limits for contacting employees.
- Manage the use of leaflets and posters: distribution method, content, specific agreement.
- Managing budgets: rules and specifics.
- Provide the premises and equipment necessary for the activities of the bodies, in compliance with the legal framework.
- Know and enforce the obligations of employee representatives.

Hands-on work

Personal assessment of employee representative communication. Analysis of CSE rules of procedure. Group discussions.

5 Managing relations with employee representatives

- Responding to a representative's request.
- Managing an employee with a mandate: points to watch out for.
- Avoiding obstruction and union discrimination.
- Applying the special dismissal procedure for protected employees.

Hands-on work

Feedback from participants. Case study: procedure for dismissing a protected employee. Analysis and feedback from the trainer.

6 Managing collective bargaining and the scope of union delegates

- Identify the role and prerogatives of shop stewards in negotiations.
- Defining the NAO: obligation, room for negotiation, reasoned negotiation...
- Learn about other types of negotiation: topics, conditions, procedures...
- Understand the role and scope of action of the trade union section within the company.

Hands-on work

Individual workshop: review of recent negotiations with shop stewards. Experience-sharing in plenary session. Additional details and elements provided by the speaker (experience-sharing on the implementation of PSE and the role of DS in this procedure).

Dates and locations

REMOTE CLASS

2026 : 10 June, 26 Oct.