

Course : Public competitions: writing a briefing note

Practical course - 2d - 14h00 - Ref. ULI

Price : 1400 CHF E.T.

This course is designed to enable you to acquire tried and tested methods for preparing the synthesis test for public competitive examinations. You'll learn how to analyze subjects and files in detail, draw up appropriate structured plans and quickly write your summaries.

Teaching objectives

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

- ✓ Understand and prepare for the challenges and expectations of the synthesis test
- ✓ Analyze the subject and draw up a plan adapted to the problem
- ✓ Apply speed-reading and note-taking techniques
- ✓ Quickly write the different parts of the briefing note
- ✓ Mobilize your resources and knowledge to optimize your chances of success in the competition

Intended audience

Anyone wishing to prepare for the written summary test of a public competition.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Exercises in subject analysis, note-taking, speed-reading and writing. Discussions, debriefings and collective reflections.

Course schedule

PARTICIPANTS

Anyone wishing to prepare for the written summary test of a public competition.

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 expectations of a synthesis test

- Understand the objectives and constraints of the synthesis test.
- Make the most of business knowledge.
- Integrate elements of general culture.

Group discussion

Further information. Discussions and exchanges. Individual analysis of scoping notes.

2 Analyze a synthesis topic

- Know how to analyze competition subjects.
- Identify issues and pitfalls.
- Identify a problem.
- Construct and refine an a priori plan based on the notes taken.

Example

Examples and analyses of synthesis topics. Practical exercises to reinvest knowledge in the construction of plans.

3 Acquire speed reading techniques

- Know how to classify according to the nature of the documents.
- Practice five speed-reading techniques: skimming, skimming, skimming, skimming, skimming and reformulation.

Exercise

Practical exercises in speed reading.

4 Mastering technical writing constraints

- Adapt to the type of plan expected.
- Group, order and divide notes to balance a plan: paragraphs, parts.
- Write in order: development, conclusion, introduction.
- Keep to the expected length of the summary note.
- Choose an appropriate writing style.

Exercise

Practice writing different parts of a summary note.

5 Taking notes

- Specific note-taking techniques for the written summary test in public competitions.
- Use a double entry table.
- Manage "all paper": documents, notes, copies.
- Know how to read, note, distribute and relate.

Exercise

Take notes to summarize documents.

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.

6 Managing a competition test

- Time the synthesis preparation stages on the day of the test.
- Plan your preparation.
- Equipment and ergonomics of your workspace.
- Logistics organization.
- Managing the run-up to D-day.
- Some remedies for stress.

Storyboarding workshops

Practical advice, exchanges and feedback.