

Union Training

2026



OGB•L

— D'GEWERKSCHAFT

ogbl.lu — formations@ogbl.lu

LES FORMATIONS EN UN COUP D'OEIL

DIE AUSBILDUNGEN AUF EINEN BLICK

TRAINING PROGRAMS AT A GLANCE

FORMAÇÕES NUM RELANCE

Réf.	Intitulé du cours	Durée	Dates				Page
			Français	Deutsch	English	Português	
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OGBL 2026 FSBase-1	L'exercice du mandat de délégué du personnel	1 jour	24/02/26 11/05/25 29/06/26 30/11/26	23/03/26 29/10/26	04/06/26 05/10/26	-	16, 90, 157
OGBL 2026 FS-1.1	Le droit du travail dans le quotidien d'un délégué du personnel	1 jour	02/03/26 27/03/26 26/06/26 23/09/26 07/12/26	12/05/26 12/10/26	-	-	17, 91
OGBL 2026 FSAction-1.20	Les pratiques syndicales dans le domaine du droit du travail	1 jour	30/10/26	22/04/26 30/06/26	-	-	18, 92
OGBL 2026 FS-4.1	Le dialogue social et le syndicalisme au Luxembourg	1 jour	12/03/26 09/11/26	26/6/26	-	-	19, 93
OGBL 2026 FS-8.4	La préparation, la conduite et le suivi d'une réunion	1 jour	18/03/26 10/11/26	1/7/26	-	-	20, 94
OGBL 2026 FS-9.1	La mobilisation de la délégation autour d'un projet	2 jours	09-10/03/26 01-02/10/26	18-19/06/26 26-27/11/26	-	-	21, 95
OGBL 2026 FS-9.12	Le rôle spécifique du/de la délégué.e OGBL	1 jour	19/03/26 22/04/26 07/07/26 15/12/26	16/06/26 17/11/26	-	-	22, 96
OGBL 2026 FS-OG-043	Jeunes et syndicats : Construire la relève syndicale	1 jour	15/06/26 20/11/26	15/04/26 09/10/26	-	-	23, 97
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OGBL 2026 FS-1.4	La fin d'un contrat de travail	1 jour	13/04/26 15/10/26	6/7/26	-	-	26, 100
OGBL 2026 FS-1.6	Le droit du travail dans le secteur du nettoyage	1 jour	03/03/26 18/09/26		-	21/05/26 16/11/26	27
OGBL 2026 FS-6.5	La durée du travail et la loi PAN	1 jour	26/03/26 12/11/26	10/6/26	-	-	28, 101
OGBL 2026 FS-9.5	La négociation des rémunérations	1 jour	17/03/26 03/06/26 03/12/26	28/9/26	-	-	29, 102
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OGBL 2026 FS-9.13	La négociation et la mise en place d'une convention collective de travail (CCT)	1 jour	26/03/26 14/10/26	11/6/26	-	-	31, 104
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OGBL 2026 FS-4.4	La compréhension des systèmes des pensions au Luxembourg	1 jour	23/02/26 20/03/26 21/05/26 28/09/26 12/10/26 01/12/26	24/04/26 19/06/26 16/11/26	-	-	35,108
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OGBL 2026 FS-2.1	L'organisation d'une tournée d'inspection	1 jour	27/04/26 26/11/26	17/9/26	-	-	39, 112
OGBL 2026 FS-2.2	La cybersécurité : se protéger face aux dangers	½ jour	13/3/26	20/10/26	10/7/26	-	40, 113, 162
OGBL 2026 FS-2.7	La démarche active à la prévention des risques de sécurité et santé dans l'entreprise	2 jours	20-21/04/26 29-30/10/26	24-25/09/26	-	-	41, 114
OGBL 2026 FS-6.2	Le télétravail et la prévention des risques liés à cette organisation du travail	½ jour	13/5/26	24/11/26	-	-	42, 115
OGBL 2026 FS-7.1	La gestion du stress et la prévention de l'épuisement professionnel	1 jour	16/03/26 17/04/26 24/06/26 15/10/26 11/12/26	22/05/26 13/11/26	-	-	43, 116
OGBL 2026 FS-7.2	L'équilibre entre vie professionnelle et vie personnelle	1 jour	14/04/26 09/11/26	3/7/26	-	-	44, 117
OGBL 2026 FS-7.4	Les Premiers Secours en Santé Mentale (PSSM / MHFA)	2 jours	29/04 + 06/05/26 09/10 + 16/10/26	01/06 + 08/06/2026 11/11 + 18/11/26	-	-	45-46, 118-119
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OGBL 2026 FS-OG-041	Connaître la situation du salarié sans-papiers	1 jour	20/03/26 16/10/26	-	-	8/7/26	52
OGBL 2026 FS-OG-023	Reconnaître et combattre les idées et discours discriminatoires	1 jour	24/03/26 05/06/26 25/11/26	-	-	-	53

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OGBL 2026 FS-OG-044	Les procédures en cas d'harcèlement moral et sexuel	1 jour	5/5/26	28/10/26	-	-	55, 126
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OGBL 2026 FS-OG-002	Empowerment au Féminin : Module 2 (prérequis : avoir suivi le module 1)	2 jours	05-06/10/26 03-04/12/26	-	-	-	57
OGBL 2026 FS-OG-003	Empowerment au Féminin : Module 3 (prérequis : avoir suivi le module 1 et 2)	1 jour	01/07/26 01/12/26	-	-	-	58
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OGBL 2026 FS 5.7	La fiscalité et les éléments de la déclaration d'impôt de tous les salariés	1 jour	30/9/26	9/6/26	-	-	61, 129
OGBL 2026 FS-5.9	Clés économiques et l'index : comprendre pour agir en tant que délégué du personnel	1 jour	21/04/26 10/07/26 25/11/26	-	-	-	62
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OGBL 2026 FS-9.2	La représentation des salariés au sein d'un conseil d'administration d'une grande entreprise	1 jour	5/5/26	21/10/26	-	-	64, 131
OGBL 2026 FS 9.3	Les rôles et les principes d'organisation d'un comité d'entreprise européen (CEE)	1 jour	23/11/26	30/9/26	-	-	65, 132
OGBL 2026 FS-9.4	Les principes de base de la gouvernance d'entreprise et de son fonctionnement	1 jour	11/6/26	9/12/26	-	-	66, 133
OGBL 2026 FS-OG-100	Les fondamentaux de la bureautique pour délégués du personnel Excel : Pratique pour les délégué.e.s du personnel	2 jours	04-05/06/26	29-30/10/26	-	-	67, 134
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OGBL 2026 FS-OG-042	De la lutte à l'action : comprendre l'histoire syndicale pour agir aujourd'hui	1 jour	11/03/26 09/07/26	20/05/26 02/12/26	-	-	72, 139
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Further training to tackle future challenges

Dear colleague,

Last year, we succeeded in maintaining an exceptional offer of 180 training courses – a considerable effort that we are proud to continue. Thanks to this wide range of courses, the great majority of delegates have now been able to complete essential basic training required for their mandate.

We have now reached the middle of the delegation mandate, a key moment to go further: to deepen our knowledge, strengthen our trade union tools and continue growing our union education. This is why we are offering more advanced training courses this year, designed to support you in all dimensions of your role as staff delegates.

The past year was marked by numerous attacks on our social achievements, and the Luxembourgish social model is increasingly being challenged. We organised an effective response: in workplaces, in sectors, and in the streets of Luxembourg. There is no indication that the coming months and years will be any calmer. To face the challenges ahead, we must be strong, well-trained, and able to act with confidence and determination.

This program has been built with that spirit in mind: not only to master the Labour Code, which is the foundation of your trade union activity, but also to develop a broader understanding of the social, economic and political issues that shape our daily lives.

Our training courses are not only spaces for learning: they are also places for exchanges and encounters between delegates from different sectors, where we can learn from one another, create connections, and build a network of solidarity and mutual support.

By taking part in trainings, you strengthen your ability to defend workers' rights, to negotiate, to convince, to organise, and to carry forward the essential mission of the OGBL: protecting and improving working conditions for all.

We wish you an inspiring read and look forward to seeing you soon at the trade union training courses.

Milena Steinmetzer
Head of the Department for Union Training

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PARTICIPATION RULES

Elected staff representatives must register for the trade union training courses offered by the OGBL Trade Union Training Department by completing the registration form and sending it by post or by email to the OGBL Trade Union Training Department, which will forward it to the competent department of the Chamber of Employees (CSL).

With a view to enhancing the skills of our staff representatives in carrying out their duties, we have prepared this catalogue and adapted the regulations below accordingly.

A specific training offer for health and safety representatives as well as for equality representatives is also attached to these regulations.

Admission and Registration

OGBL – Secretariat of the Trade Union Training Department

Registration for Training Courses

Address: 60 boulevard JF Kennedy L 4170 Esch/Alzette

E-mail: formations@ogbl.lu

LLLC – Secretariat of the Trade Union Training Department

Administrative and Practical Course Management

Address: 12 rue du Château L- 5516 Remich

Tel: +352 27 494 500

E-mail: formation.syndicale@csl.lu

Confirmation of Participation

After receiving the registration form, the participant will receive a written confirmation of participation from the CSL.

Closing of Registration

Registration closes five weeks before the start of the course.

Confirmation of Course

One month before the course date, the OGBL Trade Union Training Department will decide whether the course will take place or be cancelled based on the number of registrations received.

In case of course cancellation, the participant will be informed by the CSL as soon as possible.

Waiting List

A waiting list exists for each full course or seminar. The Trade Union Training Department will inform participants about the postponement and provide a new course date if available.

Withdrawal after the Registration Deadline

In case of withdrawal, the participant must notify the CSL, the OGBL Trade Union Training Department, and their employer as soon as possible. A late withdrawal will be invoiced by the CSL to the OGBL and will therefore incur unnecessary costs for the OGBL.

Obligation to Inform One's Employer

Anyone wishing to attend a course or seminar during working hours must inform their employer of their intention to participate in the training and obtain their approval.

Exemption from Work

All participants in an OGBL trade union training course agree to use their training leave, hour credits, or any other arrangements provided for in collective agreements or company agreements.

If this is not possible, the OGBL may request the employer to cover the participant's salary and will reimburse the employer for the continuation of salary.

The OGBL Trade Union Training Department will verify the validity of the request with the respective professional union.

Approval from the Training Department is required before any request is accepted and sent to the employer.

No request for salary coverage or accommodation will be accepted if submitted on the same day as the course.

The OGBL grants a maximum of 6 working days of exemption per year to each participant. This exemption requires full attendance for the entire duration of the course/seminar, except in cases of force majeure.

The employer will be informed in writing of the participant's registration, and the OGBL will reimburse the salary costs **based on the participant's attendance**, upon presentation of an invoice from the employer.

Leaving the course before its scheduled end will result in a reduction of the work exemption coverage, proportionate to the number of hours attended at the course/seminar.

Any early departure must be justified to the instructor, who will inform the CEFOS Secretariat, which will then **forward the information to the OGBL Trade Union Training Department.**

In case of non-compliance with these regulations, the OGBL reserves the right to exclude the participant from a future course, and in the case of repeated abuse, to refuse work exemptions for the relevant academic year.

Permanent (liberated) Delegates

Full-time liberated delegates who wish to participate in training during working hours must obtain approval from their employer.

If the employer grants approval, no work exemption will be requested.

Meals and Accommodation

The consumption of alcoholic beverages is strictly prohibited during training courses.

Meals, as well as still or sparkling water, are provided free of charge. Any other beverages are at the participant's expense and must be paid for on-site at CEFOS.

For courses or seminars spanning multiple days, participants may stay free of charge at the Training and Seminary Center (CEFOS) of the Chamber of Employees in Remich, subject to room availability.

All room bookings are managed by CEFOS. **Each participant must confirm their accommodation to guarantee the reservation by checking the relevant box on the registration form.** The OGBL Trade Union Training Department will inform the CEFOS Secretariat of the booking.

Travel Expenses

Travel expenses will be covered by the OGBL at a rate of €0.12 per km per training course. The maximum reimbursable distance is 200 km.

Expenses are reimbursed **only if the participant attends the entire course.**

Travel expenses will not be reimbursed if the participant's banking information is incomplete.

Reimbursement of travel expenses takes place every two years.

Accident Insurance

Travel to the training center or any other training location is covered under the relevant provisions of the Accident Insurance Association (AAA).

The AAA provisions apply to courses and seminars organized by the CSL. No other insurance is provided for training participants.

Certificate of Participation

Anyone who attends a training course will receive a certificate of participation, provided they attend the entire course or seminar.

Acceptance of the Participation Regulations and Data Processing

Anyone registered for a trade union training course acknowledges acceptance of these participation regulations and authorizes the OGBL to record their personal data in its computerized database.

ADDITIONAL INFORMATION

Training Leave

In accordance with the law of July 25, 2015, on social dialogue, staff representatives are entitled to training leave, depending on their role within the delegation and the size of the company in which they serve. (See the following table)

The company manager cannot refuse a training course to a staff representative. However, they may request that participation be postponed for operational reasons. Do not hesitate to contact your staff delegation coordinator if you encounter any issues or concerns.

Additional Training Hours

Health and safety representatives and equality representatives, whether full or substitute members, are entitled to dedicated training days, which can be combined with their regular representative duties.

Exemption

Exemptions are granted by the union.

They are requested via the registration form, where the participant indicates their wish to benefit from this additional leave. Costs are covered by the union.

For your information, a list of recommended steps is provided to ensure that your training project proceeds under the best possible conditions.

Training Hour Allocation According to the Law of July 25, 2015, Based on Role and Company Size

Staff representatives of a company with...

...15 to 49 employees

Hours/mandate	
Full member	40h over 5 years
Substitute member	20h over 5 years

...50 to 149 employees

Hours/mandate	
Full member	80h over 5 years
Substitute member	40h over 5 years

...>150 employees

Hours/mandate	
Full member	40h per year
Substitute member	20h per year

Equality representatives and health & safety representatives of any company with more than 15 employees

Hours/mandate	
Equality Representative	2 *4 hours per year
Health and Safety Representative	40h ¹ over 5 years

¹ For the equality representative, this allocation of hours is in addition to the hours granted to the staff representative. The same applies to the health and safety representative, if he or she has been appointed as a member of the delegation.

LAUNCHING YOUR TRAINING PROJECT: STEP-BY-STEP RECOMMENDATIONS

Step 1: Discuss and Select within the Delegation

- > Discuss with the staff delegation and your OGBL central secretary the justification for participating in the various training courses

Step 2: Present to Management

- > Inform at least 2 months before the training
- > Present your training project
- > Obtain approval or negotiate a postponement of the training

Step 3: Complete Internal Procedures

- > Complete the internal procedures in your company in accordance with the established rules

Step 4: Register for a Training Course

- > Complete the OGBL registration form
- > Send the form to the OGBL Training Department
- > Indicate the type of training coverage (leave, exemptions, or delegation hours)
- > Your registration will be confirmed, including all relevant information such as location and schedule

Step 5: Attend the Training Course

- > Request a certificate of attendance if needed
- > Contribute to the continuous improvement of the training by completing the evaluation form

Step 6: Inform and Showcase Your Training Effort

- > Keep the original of your certificate, which will be sent to you
- > Share your experience with other members of your delegation
- > Share your experience with your OGBL central secretary

OVERVIEW

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LABOUR LAW			
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OGBL 2026 FSBase-2	The role of the health and safety representative	1 day	161
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EQUALITY			
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Training

Descriptions



DELEGATION & TRADE UNIONISM

OGBL 2026 FSBase-1

Exercising the mandate of staff delegate

Objectives:

- > Understand the roles and responsibilities of staff delegation members
- > Master the new legislative provisions on social dialogue
- > Exercising the mandate of staff delegate

Contents:

- > Social dialogue in Luxembourg
- > The staff delegation, the constituent meeting and how it works
- > The rights and duties of staff representatives

Date	Duration	Language	Location
24/02/2026	1 day	French	CEFOS Remich
23/03/2026	1 day	German	CEFOS Remich
11/05/2026	1 day	French	CEFOS Remich
04/06/2026	1 day	English	CEFOS Remich
29/06/2026	1 day	French	CEFOS Remich
05/10/2026	1 day	English	CEFOS Remich
29/10/2026	1 day	German	CEFOS Remich
30/11/2026	1 day	French	CEFOS Remich



LABOUR LAW

OGBL 2026 FS 9.9

Professional redeployment

Objectives:

- > Implement the new regulations on professional redeployment

Contents:

- > Definition of professional redeployment
- > Role of the joint commission
- > Companies concerned
- > Obligation to redeploy and the different redeployment procedures
- > Opinion of the occupational physician
- > Characteristics of internal redeployment
- > Inability to occupy the previous position due to prolonged illness or disability
- > Employee in a high-risk position
- > Social Security Medical Board (CMSS)
- > Appeals before the Social Security Arbitration Council (CASS)
- > Reintegration into the company and reduction of working hours
- > Reduction of salary following internal redeployment
- > Referral by the Social Security Medical Board
- > Protection against dismissal

Date	Duration	Language	Location
26/02/2026	1 day	French	CEFOS Remich
17/04/2026	1 day	German	CEFOS Remich
12/05/2026	1 day	French	CEFOS Remich
12/06/2026	1 day	French	CEFOS Remich
02/07/2026	1 day	French	CEFOS Remich
13/10/2026	1 day	English	CEFOS Remich
26//10/2026	1 day	French	CEFOS Remich
14/12/2026	1 day	German	CEFOS Remich



SAFETY &

HEALTH

OGBL 2026 FSBase-2

The role of the health and safety representative

Objectives:

- > Understand the role of the health and safety representative in the company
- > Understand its areas of action and the resources available to prevent and take action
- > Understanding specific terminology
- > Know contacts for safety issues

Contents:

- > The role and responsibilities of the health and safety representative
- > The role and responsibilities of the designated worker (Head of Occupational health and safety (OHS))
- > External prevention players and their missions
- > Prevention levels
- > The company's internal documentation library and legislative texts

Date	Duration	Language	Location
04/03/2026	1 day	French	CEFOS Remich
23/04/2026	1 day	German	CEFOS Remich
17/06/2026	1 day	French	CEFOS Remich
08/07/2026	1 day	German	CEFOS Remich
19/10/2026	1 day	English	CEFOS Remich
04/12/2026	1 day	French	CEFOS Remich

OGBL 2026 FS 2.2

Cybersecurity: protecting yourself against dangers

Objectives:

- > Understand the fundamentals of information security
- > Learn how to protect your assets (both personal and professional)
- > Develop the right reflexes to protect your own information and that of employees

Contents:

- > The legal framework regarding inspection rounds
- > Preparation and organization of inspection rounds
- > The role and relationship between the Health & Safety Representative and the designated worker
- > Observation of the workplace: workstations, work environment, and work organization
- > Major occupational hazards and their technical aspects

Date	Duration	Language	Location
13/03/2026	½ day (the morning)	French	CEFOS Remich
10/07/2026	½ day (the morning)	English	CEFOS Remich
20/10/2026	½ day (the morning)	German	CEFOS Remich



EQUALITY

OGBL 2026 FSBase-3

The role of the health and safety representative

Objectives:

- > Understand the role of the equalities delegate in the delegation
- > Understand this person's areas of action and resources available to prevent conflicts and take action
- > Understanding specific terminology (inequality of treatment, typologies and components of inequality, awareness-raising, prevention, positive action)
- > Identify different situations revealing inequalities

Contents:

- > The role and remit of the equalities delegate and the role of the other members of the delegation
- > Equality delegate resources for raising awareness, prevention and action.
- > Equal treatment at all stages of the employment relationship
- > Relevant internal and external players
- > Receiving and dealing with complaints
- > Legal bases relating to equality issues and documentary monitoring

Date	Duration	Language	Location
05/03/2026	1 day	French	CEFOS Remich
28/04/2026	1 day	German	CEFOS Remich
01/06/2026	1 day	French	CEFOS Remich
25/09/2026	1 day	English	CEFOS Remich
26/10/2026	1 day	German	CEFOS Remich
30/11/2026	1 day	French	CEFOS Remich

OGBL Formulaire de participation Teilnahmeformular | Participation form

Participant.e | Teilnehmer.in | Participant

Nom | Name

Prénom | Vorname | First name

Date de naissance | Geburtsdatum | Date of birth

Nationalité | Staatsangehörigkeit | Nationality

Matricule OGBL | OGBL- Mitgliedsnr. | Membership No.

voir carte de membre | siehe Mitgliedskarte | see member card

Adresse | Anschrift | Address

CP & Localité | PLZ & Ortschaft | ZC & Locality

Téléphone | Telefon | Telephone

E-mail

Profession | Beruf

Genre | Gender

☐ F | W ☐ M ☐ autre | anderes | other

Employeur | Arbeitgeber | Employer

Nom | Name

Adresse | Anschrift | Address

CP & Localité | PLZ & Ortschaft | ZC & Locality

Téléphone | Telefon | Telephone

Veuillez ne cocher qu'une case | Bitte nur ein Kästchen ankreuzen | Please check only one box

Je prends | Ich nehme | I take

☐ mon congé légal de formation | meinen gesetzlichen Weiterbildungsurlaub | my legal training leave

☐ mes crédits d'heures de délégation | meinen Stundenkredit der Personaldelegation | my delegation time credits

☐ une dispense de service payée par l'OGBL | eine vom OGBL bezahlte Freistellung | a work exemption paid by the OGBL

Nuitée au CEFOS | Übernachtung im CEFOS | Overnight stay at CEFOS

☐ Oui | Ja | Yes ☐ Non | Nein | No

Fonction au sein de la délégation du personnel | Funktion in der Personalvertretung | Function within the staff delegation

☐ Délégué.e effective/effectif | Effektive..r Delegierter | Effective delegate ☐ Déléguée suppléant.e | Ersatzdelegierte.r | Substitute delegate

☐ Délégué.e libéré.e | Freigestellte.r Delegierte.r | Permanent delegate

☐ Délégué.e à la sécurité | Sicherheitdelegierte.r | Safety delegate ☐ Délégué.e à l'Égalité | Gleichstellungsdelegierte.r | Equality delegate

Contrat de travail | Arbeitsvertrag | Employment contract

☐ Temps plein | Vollzeit | Full time ☐ Temps partiel | Teilzeit | Part time

Je désire m'inscrire aux formations syndicales suivantes | Ich möchte mich für folgende gewerkschaftliche Bildungskurse anmelden | I would like to register for the following trade union training courses

Nom de la formation | Bezeichnung des Seminars

Name of the course

Date | Datum

Réf | Ref

Date | Datum

Signature | Unterschrift

Merci de nous fournir l'ensemble de ces informations indispensables à la prise en compte de votre inscription et de renvoyer ce formulaire à OGBL Département de la formation syndicale | Wir bitten Sie uns das vollständig ausgefüllte Formular, das zur Bearbeitung Ihrer Anmeldung unerlässlich ist, an OGBL Abteilung für Gewerkschaftliche Bildung | Thank you to provide us with all the information necessary to take your registration into account and to send this form to OGBL Department of Trade Union Training | 60 bd JF Kennedy L 4170 Esch/Alzette | E-mail formations@ogbl.lu

Toute personne inscrite à une formation syndicale déclare accepter le règlement de participation et autorise l'OGBL à inscrire les données nominatives dans sa banque de données informatique. | Jede Person, die sich für einen Kurs eingeschrieben hat, erklärt sich mit den Teilnahmebedingungen einverstanden und gestattet dem OGBL die persönlichen Daten in seine elektronische Datenbank einzutragen. | Any person enrolled in a trade union training course declares to accept the present rules of participation and authorizes the OGBL to enter the nominative data in its computer database.

Formulaire de participation Teilnahmeformular Participation form



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