



# Lycée Marguerite de Valois — ANGOULÊME — France

## Higher National Diploma as a Personal Assistant Course

### A two year course including :

- General knowledge and language classes –English, Spanish and German
- Economics, Law and Management classes
- Communication and IT classes
- Two training periods of six weeks , one of which abroad



### Main objective: an cross-cultural approach

- Developing professional skills in an international context
- Getting to know and understanding a new cultural working environment (schedules, social and cultural codes...).

### What will the students bring to your organization?

- their creativity and imagination,
- their youth, dynamism and motivation,
- a new perspective on your organization,
- different and new working methods,
- a different culture,
- a new way of dealing with collaborators.

### What do the students need you for?

- to discover a new workplace and country,
- to benefit from an enriching training,
- to be provided with full support during their internship,
- to seize the opportunity to improve their communication skills in a foreign language,
- to integrate a new country for several weeks,
- to become a European worker eager to undertake other international work experiences.

**You want to offer students a training experience in an international context?  
You are most welcome to come and work with us...**

### Examples of missions carried out by the students:

- Welcoming visitors
- Following up phone calls
- Issuing statistical reports for suppliers, clients, or personnel
- Working on databases (exploitation, update, modifications...)
- Sorting and sending mail
- Creation of leaflets, brochures and slideshows
- Administrative work for exhibitions, trade fairs, and shows
- Organisation of meetings, conferences, seminars, open days, recruiting drives or training sessions

### Many international organizations are already working with us:

hotels, tourist information centres, companies, associations, city councils



### **Personal Assistant Department**

**Lycée Marguerite de Valois**

12 rue Louise Lériget - CS 52324

**16023 ANGOULEME CEDEX**

Tel. : + 33 5 45 97 45 00

E-mail : [ce.0160003s@ac-poitiers.fr](mailto:ce.0160003s@ac-poitiers.fr)