

Lecture in a Nutshell

The Letter of Reference and its Standards

Target Group

Employee representatives, human resources officers and employees.

Lecture Goals

The lecture addresses the essentials of the letter of reference. You will learn how to analyze a letter of reference, how to draft and how to correct it, if necessary.

Content

- The legal basics of letters of reference
- The different standards of letters of reference in practice
- The pitfalls in the composition of letters of reference
- The assessment of letters of reference

Speaker

Staff member of Employees Switzerland

Length

You determine the length of the lecture. As a rule a lecture lasts between 45 and 90 minutes (including Q&A).

Date, Time and Location

Arbitrary

Price

For members / non-members CHF 1'000