



QUALI MISURE ADOTTEREBBE PER GARANTIRE LA QUALITA' DEL SUO LAVORO E COME VALUTEREBBE IL SUCCESSO DELLE SUE ATTIVITA'?

4. EMAIL FROM CARRIE TO JAMILA

Hi Jamila! How are you? Are you very busy at the moment? If not, you must go and see Isabel's new apartment soon - it's so cool! It's in that really tall building near the station, and the view from her bedroom window is amazing, especially at night. You can see right across the city. It's quite small, but there's a big mirror on the living room wall. That makes it look bigger.

*[Handwritten signatures: SF, AS, MH, O/B, MOP]*

1. IL D.U.P., CON PARTICOLARE RIFERIMENTO ALL'ITER DI APPROVAZIONE

64.PIANO TRIENNALE DI PREVENZIONE DELLA CORRUZIONE E DELLA

TRASPARENZA

*[Handwritten signatures: SF, AS, MH, O/B, MOP]*

PUO' FARCI UN ESEMPIO IN CUI LA SUA ATTENZIONE AI DETTAGLI DAREBBE UN IMPATTO POSITIVO AL LAVORO AMMINISTRATIVO CHE POTREBBE SVOLGERE?

*[Handwritten signatures: SF, AS, MH, O/B, MOP]*

2. HANNA'S STORY

I'm a cleaner. I love my job. Why do I love my job? Well, I start work at 6 o'clock, and that's the first thing. When I walk to work, the streets are quiet and I can hear the birds sing. You don't usually hear the birds in the middle of the city! The second thing is, I work in a hospital. It's hard work, but I know that what I do is really useful, and that makes me happy.

*[Handwritten signatures: SF, AS, MH, O/B, MOP]*

8. L'INTERVENTO NEL PROCEDIMENTO AMMINISTRATIVO

*[Handwritten signatures: SF, AS, MH, O/B, MOP]*

12. IL REGOLAMENTO DI CONTABILITÀ

*[Handwritten signatures: SF, AS, MH, O/B, MOP]*

NELLO SVOLGIMENTO DEL SUO LAVORO, IN CHE MODO SI OCCUPEREBBE DEL COORDINAMENTO DI COLLEGHI DI CUI POTREBBE ESSERE IL RESPONSABILE DEL PROCEDIMENTO?

*[Handwritten signatures: SF, AS, MH, O/B, MOP]*

#### 14. PATRICK'S LIFE

Patrick was born in Dublin, Ireland in 1970. When he was ten years old, his family moved to England because his father got a job as an engineer in London. Patrick went to Chiswick School and then he went to Manchester University. He studied Economics there. He left university in 1991 and got his first job with a big bank in London. In 1996 he met Francesca and they got married in 1998.

#### 63. DAVID GUETTA: THE SUPERSTAR DJ WITH 70 MILLION HITS ON YOUTUBE!

David Guetta is French. David lives in Paris, but he works all over the world. He works with a lot of pop stars, such as Madonna. David sometimes writes songs for the pop stars. He really likes Lady Gaga, and he wants to work with her. David is married to Cathy. She is a businesswoman and an actress. They often go to Ibiza. Every year, they have parties there.

**QUALI MISURE ADOTTEREBBE PER EVITARE RISCHI DI INSUCCESSI NEL SUO LAVORO E COME VALUTEREBBE IL SUCCESSO DELLE SUE ATTIVITA'?**

#### 11. ACCORDI INTEGRATIVI O SOSTITUTIVI DEL PROVVEDIMENTO

AMMINISTRATIVO

**6. IL BILANCIO DI PREVISIONE, CON PARTICOLARE RIFERIMENTO ALLE**

**CONSEGUENZE CONNESSE ALLA MANCATA APPROVAZIONE NEI TERMINI**

**1. IL D.U.P., CON PARTICOLARE RIFERIMENTO ALL'ITER DI APPROVAZIONE**

53. INSIDE THE WHITE HOUSE

First built in 1800, the White House is where the President of the United States governs a country of 50 states. He lives with his family on the second and third floors. There are 16 bedrooms, a living room, a kitchen, and a dining room. Special guests stay in the Queen's Bedroom. In the West Wing are the staff offices. The President's own office, the Oval Office, is also there.

LEI HA L'IMPRESSIONE CHE IL LAVORO DI UNO DEI COLLEGGHI D'UFFICIO NON SIA DI BUONA QUALITÀ E PENSA CHE AVREBBE POTUTO FARE DI MEGLIO. COME GESTIREBBE LA SITUAZIONE?

27. LE DICHIARAZIONI SOSTITUTIVE DI CERTIFICAZIONI E LE DICHIARAZIONI

SOSTITUTIVE DELL'ATTO DI NOTORIETÀ AI SENSI DEL D.P.R. 445/2000

17. DIFFERENZA TRA ESERCIZIO PROVVISORIO E GESTIONE PROVVISORIA

44. FONTI DI FINANZIAMENTO DEGLI INVESTIMENTI

59. LE DIVERSE FORME DELLA PARTECIPAZIONE POPOLARE ALL'ATTIVITÀ

DEL COMUNE

SE FOSSE ASSUNTO CON IL RUOLO DI ISTRUTTORE AMMINISTRATIVO CONTABILE COSA FAREBBE DURANTE LA PRIMA SETTIMANA DI ASSUNZIONE PER CREARE UN CLIMA ORGANIZZATIVO EFFICACE ED EFFICIENTE ?

45. I PRINCIPI COSTITUZIONALI DI BUONA AMMINISTRAZIONE E IL

CONFLITTO DI INTERESSI

QUALORA SI TROVASSE A GESTIRE UNA SERIE DI URGENZE LAVORATIVE E LE ATTIVITÀ DELL'UFFICIO FOSSERO FERME PER LA ROTTURA DI UN SERVER, COME REAGIREBBE?

26. EXPERIENCES I HAVE HAD

Dear Sir / Madam, I would like to apply for the job of tour leader for your Overland Africa tours. I have had lots of useful experience for this role. I have spent five months backpacking around Africa. I used local transport and organised my own accommodation, food and visas. I enjoyed meeting local people, learning about local traditions and visiting natural parks. This trip taught me to organise travel arrangements.

IMMAGINI UNA SITUAZIONE LAVORATIVA IN CUI IL SUO OPERATO VIENE FORTEMENTE CRITICATO DA UN SUO COLLEGA DI UN RUOLO SUPERIORE. COME GESTIREBBE NELLO SPECIFICO LA SITUAZIONE? QUALI DIFFICOLTÀ POTREBBE INCONTRARE?

47. FUNZIONI DEL SINDACO

56. IL PIANO TRIENNALE DEGLI ACQUISTI DI BENI E SERVIZI

23. ACCESSO PROCEDIMENTALE

46. IL SERVIZIO DI TESORERIA

16. YORK, 2000 YEARS OF HISTORY

York is in the north of England, halfway between London and Edinburgh. Come and visit this great city - it's full of Roman and Viking history. There's a wonderful view of York from the city walls. And there are lots of attractions. At the Jorvik Centre you can travel back in time to 975 and enjoy the sights, sounds and smells of Viking York. Lots of tourists from Scandinavia visit the city.

MOP ~~Shilpa~~ S/B Ross John

COME RITIENE DEBBANO ESSERE AFFRONTATE AL MEGLIO  
SITUAZIONI IN CUI EMERGONO CONFLITTI FRA COLLEGHI?

51. SHILPA SHETTY

Indian film actress and model Shilpa Shetty has homes in Mumbai and England. She enjoys takeaway pizza and playing cards at weekends. Shilpa says, "Here in England my perfect weekend begins at my home in the countryside with my husband Raj. On Fridays, we usually watch TV, but sometimes friends or family come to play poker. I love poker. We get a takeaway pizza and I drink green tea".

~~Shilpa~~ S/B MOP

LE CHIEDIAMO DI IMMAGINARE UNA SITUAZIONE LAVORATIVA  
IN CUI LE VIENE CHIESTO DI COLLABORARE AD UN PROGETTO  
IMPORTANTE CON UNA PERSONA CON LA QUALE LE RISULTA  
DIFFICILE COMUNICARE. COME GESTIREBBE LE INTERAZIONI?

36.PIANO DEL FABBISOGNO DEL PERSONALE

54. FUNZIONI DELL'ORGANO DI REVISIONE

## 15. KIM CLIJSTERS

Kim Clijsters is an international tennis champion from Belgium. On training days, Kim usually practises tennis three hours a day, and she also goes to the gym. At tournaments she has a regular routine: she gets up early, she goes to bed at the same time every evening and she eats the same food every day. She loves Japanese food. What else does Kim like? She also plays squash, badminton and football.

*Wawancara*  
*Antonella*  
*SP*

*Wawancara*  
*Antonella*  
*SP*

**ILLUSTRI QUALI SONO LE COMPETENZE CHE, SECONDO LEI, SONO IMPORTANTI PER IL RUOLO DI ISTRUTTORE AMMINISTRATIVO CONTABILE, PER OTTENERE UNA MIGLIORE PERFORMANCE NEL RAGGIUNGIMENTO DEI RISULTATI!**

*Wawancara*  
*Antonella*  
*SP*

**6. IL RESPONSABILE DEL PROCEDIMENTO: NOMINA E COMPITI**

*Wawancara*  
*Antonella*  
*SP*

**36. DISAVANZO DI AMMINISTRAZIONE**

## 41. DOCTORS IN ZAMBIA

Archie and Fiona want to work in developing countries as doctors. Next week they're going to Zambia, in Southern Africa, for a year to work in St Francis' Hospital in the east of the country. They're going to train doctors and nurses in villages near the hospital. How do they feel about their trip? Archie says, "We're very excited, but a bit nervous. Zambia is a beautiful country, but poor".

*Wawancara*  
*Antonella*  
*SP*

**62. IL PRESUPPOSTO IMPOSITIVO DEL CANONE UNICO PATRIMONIALE**





#### 45. PRINCESS DIANA

Princess Diana was the first wife of Charles, Prince of Wales. In London she was a dance teacher and a teacher in a children's school. She met Prince Charles in 1980 at a party. She was 20 years old when she married Prince Charles. She had two sons, William and Harry, but her marriage wasn't happy. She and Charles divorced in 1996. After her divorce, Diana was very busy with charity work.



19. TRAVEL QUESTION: LEARNING TO SURF

*Nucleo Julia*

I love learning new skills when I'm on holiday. This year I want to learn how to surf. Where's the best place to learn? Hawaii is a good place to learn - the weather is great and the sea is wonderful. In Europe one of the best places is Newquay in the south-west of England. There are some good schools there and it isn't very expensive.

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*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*Nucleo Julia*

**IN CHE MODO PENSA DI COINVOLGERE E MOTIVARE I MEMBRI DEL SUO TEAM, SE AVESSE UN TEAM, PER OTTENERE RISULTATI POSITIVI?**

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*[Handwritten signature]*

*[Handwritten signature]*

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5. IL BILANCIO DI PREVISIONE, CON PARTICOLARE RIFERIMENTO ALL'ITER DI

*Nucleo Julia*

APPROVAZIONE

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3. TERMINI DEL PROCEDIMENTO AMMINISTRATIVO E CONSEGUENZE PER IL RITARDO DELL'AMMINISTRAZIONE NELLA CONCLUSIONE DELLO STESSO

*Nucleo Julia*

*[Handwritten signature]*

*[Handwritten signature]*

18. LA FUNZIONE AUTORIZZATORIA DEL BILANCIO DI PREVISIONE FINANZIARIO

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*[Handwritten signature]*

*[Handwritten signature]*

SE LE CAPITASSE DI GESTIRE UN LAVORO NELLA REALIZZAZIONE DI UN OBIETTIVO COMPLESSO, COSA FAREBBE PER ASSICURARSI UN BUON RISULTATO?

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16. EFFICACIA, ESECUTORIETA' ED ESECUTIVITA' DEL PROVVEDIMENTO

AMMINISTRATIVO

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*[Handwritten signature]*

*[Handwritten signature]*

*Mop* *sf* *sf* *sf* *sf* *sf*

**QUALI SONO SECONDO LEI LE MODALITA' MIGLIORI PER PREVENIRE SITUAZIONI GESTIONALI PROBLEMATICHE?** *sf*

**12. EMAIL FROM KARIN TO ELLIOT**

Hi Elliot, I'm very happy to help you plan your holiday in Stockholm. You asked me about the three top tourist things to do in Stockholm, so here are some ideas. First, you should visit *Gamla Stan*, the old town. You can see a lot of history here. Secondly, you should go to the Royal Palace.. The third place that you should go to is Skansen. It's an outdoor museum and the zoo is there.

*sf* *Janne* *sf* *sf* *sf* *sf* *Mop*

**8. FOOD AND HISTORY**

In the centre of Moscow, you can visit a beautiful and historic building. Inside there's a large market with things to eat and drink. From chocolate to fish, you can find just about anything. For Russians, it's a popular place to go for a quick snack. Many tourists also visit it because it's fun to go and they can try some interesting food. It's open 24 hours a day, so you can't ever be hungry!

*sf* *Janne* *sf* *sf* *sf* *sf* *Mop*

**39.COMPORTAMENTO DEL PUBBLICO DIPENDENTE NEI RAPPORTI CON I**

*sf* *Janne* *sf* *sf* *sf* *sf* *Mop*

**PRIVATI**

*sf* *Janne* *sf* *sf* *sf* *sf* *Mop*

**QUALE È SECONDO LEI, L'ASPETTO PIU' CRUCIALE DEL RUOLO DI ISTRUTTORE AMMINISTRATIVO CONTABILE E COME INTENDE GESTIRLO PER IL SUCCESSO DELL'ORGANIZZAZIONE?**

*sf* *Janne* *sf* *sf* *sf* *sf* *Mop*

**15. L'ESERCIZIO PROVVISORIO**

43. CONTROLLO DI GESTIONE

*[Handwritten signatures and initials]*

*[Handwritten signatures]*

*[Handwritten signatures and initials]*

49. JAMIE CULLUM

Song-writer and jazz pianist Jamie Cullum lives in London with his wife Sophie Dahl, the model and cookery writer. He enjoys going to markets, French films, and playing cards at weekends. Jamie says, "In my work I travel a lot and I stay in different hotels, so my perfect weekend is at home with my family and friends. On Friday nights, we often go to a club - we all love dancing".

*[Handwritten signatures and initials]*

COME ORGANIZZEREBBE IL SUO LAVORO QUOTIDIANO PER MASSIMIZZARE L'EFFICIENZA E MANTENERE LA PRECISIONE NELLE ATTIVITA' DI ISTRUTTORE AMMINISTRATIVO CONTABILE?

37. IL PROCEDIMENTO DISCIPLINARE

*[Handwritten signatures and initials]*

23. IL FONDO CREDITI DI DUBBIA ESIGIBILITÀ (F.C.D.E.)

*[Handwritten signatures and initials]*

45. IL RICORSO ALL'INDEBITAMENTO DA PARTE DEGLI ENTI LOCALI

*[Handwritten signatures and initials]*

9. DIRITTI DEI PARTECIPANTI AL PROCEDIMENTO AMMINISTRATIVO

*[Handwritten signatures and initials]*

QUALI SONO SECONDO LEI LE MODALITA' MIGLIORI PER

*[Handwritten signatures and initials]*

*[Handwritten signature]*

**9. GÜELL PARK**

The businessman Güell asked Antoni Gaudi, an artist and architect, to design and build a small 'city' with 60 luxury houses and a park. From 1900 to 1914, Gaudi created one of the best-known and most unusual parks in Europe, with strange buildings and colourful sculptures. However, only two houses were built and, because Gaudi's style was not fashionable at the time.

*[Handwritten initials: JF, MOP, [signature], CPB, SF, [signature]]*

**QUALI COMPETENZE E CAPACITA' RITIENE SIANO UTILI PER SVOLGERE IL LAVORO DI ISTRUTTORE AMMINISTRATIVO CONTABILE?**

*[Handwritten initials: JF, [signature], SF, MOP, [signature]]*

*[Handwritten initials: CPB, SF, JF, [signature], [signature], MOP, [signature]]*

**34. FASI DELLA SPESA**

**54. THE WHITE HOUSE DAY BY DAY**

The White House is open to visitors. It is free. About 6,000 people a day visit. The President meets special guests in the East Room, and he talks to journalists in the Press Room. About 150 people work for the President in the West Wing and for the First Lady in the East Wing. There are 132 rooms, 35 bathrooms, and five kitchens, all on six floors. There are three elevators.

*[Handwritten initials: MOP, SF, [signature], [signature], [signature], [signature]]*

**COME ORGANIZZEREBBE IL SUO LAVORO QUOTIDIANO PER PREVENIRE L'INEFFICIENZA E GLI ERRORI NELLE ATTIVITA' DI ISTRUTTORE AMMINISTRATIVOCONTABILE?**

*[Handwritten initials: JF, SF, [signature], CPB, [signature], MOP]*

**48. LE COMPETENZE DEL CONSIGLIO COMUNALE**

*[Handwritten initials: [signature], SF, [signature], [signature], MOP]*

57. OPRAH - TV STAR AND BILLIONAIRE

Oprah Winfrey is a famous American TV star. Oprah was born in 1954, in Mississippi. Her parents were very poor. Her father, Vernon, worked in a mine and her mother, Vernita, cleaned houses. They couldn't look after Oprah, so she lived with her grandmother. Oprah was clever. When she was 17, she received a scholarship to Tennessee State University, where she studied drama.

11. BUENOS AIRES: CITY OF JAZZ AND POP MUSIC

Buenos Aires is full of jazz clubs, but the most interesting is probably *Jazz y Pop*. It's in a tiny room and the musicians play in the middle of the room. And not only jazz - they also play rock, pop and folk music. Musicians come from all over the world to play there. Or if you like drums, visit the Konex Cultural Centre. A band called *La Bomba da Tiempo* play drums there every Monday night.

17. INVALIDITÀ DELL'ATTO AMMINISTRATIVO: VIZI DI LEGITTIMITÀ E VIZI DI

MERITO

DESCRIVA UN EPISODIO LAVORATIVO O EXTRA LAVORATIVO NEL QUALE SI È TROVATO IN UNA SITUAZIONE DIFFICILE O PARTICOLARMENTE COMPLESSA. COME L'HA GESTITA?

2. IL D.U.P., CON PARTICOLARE RIFERIMENTO ALLA SUA COMPOSIZIONE

62. OBBLIGHI DI PUBBLICAZIONE DELLA PUBBLICA AMMINISTRAZIONE

27. WHY DO PEOPLE COLLECT?

OP

Art collectors agree that collecting is linked to childhood. They believe we collect in order to feel safe and secure. While babies hold blankets or toys to feel safe when their mother isn't there, adults collect things to stop feeling lonely or anxious. Autograph collector Mark Baker agrees that collecting is emotional, but he doesn't collect to reduce anxiety. "For me, it's the excitement," he says.

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8. IL BILANCIO DI PREVISIONE FINANZIARIO, CON PARTICOLARE RIFERIMENTO

ALLA CLASSIFICAZIONE DELLE SPESE

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COME ORGANIZZEREBBE IL SUO LAVORO QUOTIDIANO PER MASSIMIZZARE L'EFFICIENZA E MANTENERE LA PRECISIONE NELLE ATTIVITA' AMMINISTRATIVE CONTABILI?

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19. NULLITÀ DELL'ATTO AMMINISTRATIVO: CAUSE E CONSEGUENZE

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3. PRINCIPALI CONTENUTI DELLA SEZIONE STRATEGICA DEL D.U.P.

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54. LE CAUSE DI SCIoglimento DEL CONSIGLIO COMUNALE

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LE CHIEDIAMO DI IMMAGINARE UNA SITUAZIONE LAVORATIVA IN CUI SI TROVA A DOVER PRENDERE UNA DECISIONE IMPORTANTE SENZA POTERSI PRIMA CONSULTARE CON GLI ALTRI ORGANI AMMINISTRATIVI. LA DECISIONE NON È OVVIAMENTE PROCRASTINABILE. COME PROCEDEREBBE? QUALI RIFLESSIONI METTEREBBE IN ATTO?

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55. NICOLA BENEDETTI: A PASSION FOR MUSIC

When I was four, I started playing the violin. In my first lesson, I was so happy. My dad, Gio, was always busy. He was very hard-working. I like hard work too, and I know what I want - if someone says to me "You can't do that", I think "Oh yes I can!". But my dad's a businessman, and I'm an artist. Money is very important to him, but for me, success isn't the same as earning lots of money.

*map* *[initials]* *[initials]* *[initials]* *[initials]* *[initials]* *Ma De Leo* *[initials]*

**SE FOSSE ASSUNTO CON IL RUOLO DI ISTRUTTORE AMMINISTRATIVO CONTABILE COSA FAREBBE DURANTE LA PRIMA SETTIMANA DI ASSUNZIONE PER PREVENIRE SITUAZIONI DI INEFFICIENZA LAVORATIVA?**

*[initials]* *[initials]* *[initials]* *[initials]* *[initials]* *Ma De Leo* *[initials]*

34. WHAT CAN'T YOU DO ON YOUR SMARTPHONE? NOT MUCH!

Of course, you can text friends, send emails and take photos and videos with your phone, but we use our phones for so much more. There's an app that can give us directions when we're lost and another one that tells us how healthy. We can ask our phone what song is on the radio, we can play chess with a friend thousands of miles away and we can Skype our family when we're not at home.

*[initials]* *map* *[initials]* *[initials]* *[initials]* *Marie-Luise Deland* *[initials]*

43. L'AUTONOMIA FINANZIARIA DEI COMUNI

**COME DOVREBBE COMPORTARSI, SECONDO LEI, ISTRUTTORE AMMINISTRATIVO CONTABILE DAVANTI A DELLE DIFFICOLTÀ DI RELAZIONE E DI COMUNICAZIONE TRA I SUOI COLLEGHI?**

*[initials]* *[initials]* *map* *[initials]* *[initials]* *Marie-Luise Deland* *[initials]* *[initials]* *[initials]* *[initials]* *[initials]* *Deland Marie-Luise*

53. ORGANO DI REVISIONE ECONOMICO-FINANZIARIO

*[initials]* *[initials]* *[initials]* *[initials]* *Marie-Luise Deland*



3. FRESH FRUIT AND VEGETABLES TOO EXPENSIVE? WHY NOT GROW YOUR OWN?

We all know that it's good for us to eat a lot of fresh fruit and vegetables. But it can be expensive. Why not grow your own? It's cheap, it's easy and it's fun! Rob Green has a vegetable garden at his house. He says, 'It can be hard work sometimes, but I love it. I grow lots of different vegetables, for example carrots, onions and beans. It saves me a lot of money'.

53. LA CONVOCAZIONE E GLI ADEMPIMENTI DELLA PRIMA SEDUTA DEL

CONSIGLIO COMUNALE

QUALI SONO, SECONDO LEI, LE MIGLIORI MODALITÀ DI COMUNICAZIONE ALL'INTERNO DI UN GRUPPO DI LAVORO, PER EVITARE INEFFICIENZE E MALINTESI?

36. IL RIACCERTAMENTO ORDINARIO DEI RESIDUI

48. VERIFICHE ORDINARIE DI CASSA

55. L'ELEZIONE DEL SINDACO NEI COMUNI CON POPOLAZIONE SUPERIORE

AI 15.000 ABITANTI

39. THE ARCHITECT GEORG

Georg Reinhardt is an architect. He's married, and he lives with his wife, Karlotta, and three children, in Berlin. Georg also teaches architecture. Next year he is moving to America, to teach at the University of California for three years. His family is going with him. They're going to live on the university campus, where there is a school for the children. His wife is going to teach German.

Handwritten initials: KOP

Handwritten initials: O/B

Handwritten signature: Polo Baccaro

Handwritten initials: SF and others

Handwritten initials: SF

Handwritten signature: Anna

Handwritten signature: D'Alto L.M. and O/B

Handwritten initials: SF

1. MY FOOD SHARED!

Do you like the idea of cooking dinner for friends? Here are my ideas for planning a dinner for friends - I hope you find them useful... First, think about how many people you want to invite. Next, ring or email to invite your friends and all agree on a night that's good for everyone. After that, decide on your menu. Only choose food that you know how to prepare.

Handwritten initials: SF

Handwritten initials: KOP

Handwritten initials: SF

Handwritten initials: O/B

Handwritten initials: SF

Handwritten signature: Anna

Handwritten initials: KOP

RIFERISCA QUALI SONO LE MODALITÀ RELAZIONALI E GESTIONALI CHE RITIENE PIÙ EFFICACI ED OPPORTUNE IN CASO DI SITUAZIONI CONFLITTUALI.

Handwritten initials: SF

Handwritten initials: SF

1. FASI DEL PROCEDIMENTO AMMINISTRATIVO

Handwritten signature: Anna

Handwritten initials: SF

Handwritten signature: D'Alto L.M. and others

Handwritten initials: SF

13. IL RESPONSABILE DEL SERVIZIO FINANZIARIO

Handwritten signature: Anna

Handwritten initials: SF

Handwritten signature: D'Alto L.M. and others

Handwritten initials: SF and KOP

Handwritten initials: SF

4. PRINCIPALI CONTENUTI DELLA SEZIONE OPERATIVA DEL D.U.P.

Handwritten signature: D'Alto L.M.

Handwritten initials: KOP, O/B, and signature: Anna

Handwritten initials: SF

Handwritten initials: KOP

29. IL TRATTAMENTO DEI DATI PARTICOLARI AI SENSI DEL GDPR

Handwritten signature: Anna

Handwritten signature: D'Alto L.M.

Handwritten initials: O/B and others

*Juw* *ST* *Q/B* *D'Alto Rose*  
**17. SOUL SINGER**

Joss Stone, from Devon in the west of England, is Tom Cruise's favourite singer. Joss sings like black sixties star Aretha Franklin. 'I don't have a black voice or a white voice. Soul isn't just black music - it's music', she says. She's a star, but she doesn't stay in expensive hotels. 'When I'm in London, I sometimes stay with my friend Dee. In New York, I stay at an ordinary hotel'.

*ST* *ST* *Q/B* *ST* *ST*

*ST* *Q/B* *ST* *Q/B* *Juw* *ST* *ST*  
**DESCRIVA QUALI TECNICHE DI PROBLEM SOLVING (MODALITÀ EFFICACI DI SOLUZIONI DEI PROBLEMI) DOVREBBE CONOSCERE E APPLICARE LA PERSONA CHE OCCUPERÀ IL RUOLO OGGETTO DELLA PRESENTE SELEZIONE.** *D'Alto Rose* *ST*

*Luc*  
QUALI COMPORTAMENTI, SECONDO LEI, SONO UTILI A FACILITARE UNA COMUNICAZIONE EFFICACE TRA I COLLEGHI?

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*St*      *Luc*      *St*      *St*      *St*      *St*

22. TRAVEL QUESTION: BRUSSELS

My sister lives in Brussels and I want to go and visit her. What's the cheapest and easiest way to travel? I'm 16 and live outside London. You can choose from three ways to get there. The fastest is flying and there are some very cheap tickets now. The Eurostar train is also fast and can be cheaper than a plane. The cheapest way is by bus and boat but it's also the slowest.

*St*      *St*      *St*      *Luc*      *St*      *St*      *St*

*St*      18. REVOCA DEL PROVVEDIMENTO AMMINISTRATIVO      *St*      *St*      *St*      *St*      *St*

50. RENDICONTO DELLA GESTIONE      *St*      *St*      *St*      *St*      *St*      *St*

*St*      14. LA SCIA      *St*      *St*      *St*      *St*      *St*

*St*      27. LE VARIAZIONI AL P.E.G.      *St*      *St*      *St*      *St*      *St*

LE CHIEDIAMO DI DESCRIVERE UNA SITUAZIONE IN CUI SI È TROVATO FORTEMENTE IN DISACCORDO CON UN COLLEGA DI LAVORO. COSA HA RITENUTO IMPORTANTE FARE PER RISOLVERE LA SITUAZIONE? COME RITIENE DEBBANO ESSERE AFFRONTATE TALI SITUAZIONI?

*St*      *St*      *St*      *St*      *St*      *St*      *St*

*Luca*

*Am Kap*

**33. CAPE TOWN: WHAT TO EAT**

What to eat in Cape Town? Cape Town is a cosmopolitan city. There are Italian, Turkish, Japanese, Indian and French restaurants, and many more! It is by the sea, so there is a lot of delicious fresh seafood. Also, because of the lovely weather, there is a lot of fresh fruit and vegetables too, so the restaurants have the best ingredients. South Africans love their food.

*Am Kap*

*Luca*

**5. I LIVE HERE BUT I WORK 800 KILOMETRES AWAY**

José Luis Garda lives in a small village in the province of San Luis but works in Buenos Aires, 800 kilometres away. "I grew up in my village and I love it here but the good jobs are in Buenos Aires," he says. "I have to travel for fourteen hours on the bus on Friday and Sunday nights but it's OK. I don't want to live in Buenos Aires. It's an exciting place but parts of it can be dangerous".

*Am Kap*

*Am*

*Babu Poles Am Kap*

**11. IL RENDICONTO DI GESTIONE, CON PARTICOLARE RIFERIMENTO AL RUOLO**

*Luca Am Kap Babu Poles Am Kap*  
**DELL'ORGANO DI REVISIONE**

*Am* **15. IL SILENZIO NELLA PA** *Am Babu Poles Am Kap*

*Kap Luca Am Am Babu Poles Am*

**QUAL È, SECONDO LEI L'ASPETTO PIU' CRUCIALE DEL RUOLO DI ISTRUTTORE AMMINISTRATIVO CONTABILE E COME INTENDE GESTIRLO PER IL SUCCESSO DELL'ORGNANIZZAZIONE?**

18. WHAT DO THE STARS LIKE DOING IN THEIR FREE TIME?

Sylvester Stallone - famous for the Rocky and Rambo movies - loves painting and drawing. He's a good artist and his hero is Leonardo da Vinci. He also loves playing golf in his free time. Keanu Reeves loves ballroom dancing and writing songs. But the star of The Matrix hates using mobile phones. Rock stars Bono and Sting love playing chess, and they are both excellent players.

*[Handwritten signatures: SF, SF, JKL, KOP]*

10. IL RENDICONTO DI GESTIONE, CON PARTICOLARE RIFERIMENTO ALL'ITER DI

APPROVAZIONE

*[Handwritten signatures: SF, JKL]*

NEL RUOLO DI ISTRUTTORE AMMINISTRATIVO CONTABILE QUALI STRATEGIE E STRUMENTI SONO UTILI PER RIMANERE MOTIVATO ANCHE DURANTE PERIODI DI ROUTINE E/O MONOTONIA?

*[Handwritten signatures: JKL, SF, JKL, JKL, KOP]*

38. OBBLIGO DI ASTENSIONE DEL PUBBLICO DIPENDENTE

58. IL P.I.A.O.

*[Handwritten signatures: JKL, SF, JKL, SF, KOP, JKL]*

COSA LA MOTIVA A MIGLIORARE COSTANTEMENTE LE SUE PRESTAZIONI PROFESSIONALI E QUALI LIMITI PENSA POSSANO OSTACOLARE UN MIGLIOREMENTO?

*[Handwritten signatures: JKL, SF, JKL, SF, KOP, KOP]*

44. IL PRINCIPIO DI SUSSIDIARIETÀ NELLA COSTITUZIONE

*[Handwritten signatures: JKL, JKL, SF, JKL, KOP, JKL]*

*Luca* **30. ALEK BROSKO FROM WARSAW** *SA* *SA* *MOP*

Hi! My name's Alek Brosko. I come from Warsaw in Poland, but now I live and work in Bristol. I live with my wife, Bella. We have an apartment near the centre. I have my own car wash business, but I'm also a ballroom dancer - my wife is too. We both love ballroom dancing! I'm Polish and my wife is Italian, so in our home we speak three languages, Polish, Italian and English. *SA* *MOP* *SA*

*SA* *SA* *SA* *SA* *SA* *SA* *MOP*

**DESCRIVA QUALI SONO GLI ELEMENTI IMPORTANTI E DETERMINANTI PER UNA BUONA COLLABORAZIONE CON I COLLEGHI DI LAVORO**

*SA* *SA* *SA* *SA* *SA* *MOP*

**65. GLI EQUILIBRI DI BILANCIO**

*MOP* *SA* *SA* *SA* *SA* *MOP*

**26. ACCESSO CIVICO GENERALIZZATO**

*SA* *SA* *SA* *SA* *SA* *MOP*

**50. IL SEGRETARIO COMUNALE NOMINA E FUNZIONI**

*SA* *SA* *SA* *SA* *SA* *MOP* *SA*

**QUALORA LE CAPITASSE DI DOVER REALIZZARE UN PROGETTO IN CUI NON AVESSE A DISPOSIZIONE RISORSE SUFFICIENTI COME AFFRONTEREBBE QUESTA SITUAZIONE**

*SA* *SA* *SA* *SA* *SA* *MOP* *SA*

**61. LA DISCIPLINA DELLA TASSA SUI RIFIUTI (TARI)**

*SA* *SA* *SA* *SA* *SA* *MOP*

**58. LOUIS BLÉRIOT: A MAN IN THE SKY**

In 1909, a Frenchman, Louis Blériot, became the first man to complete an air journey when he flew from Calais, in the north of France, to Dover, in the south of England. During the flight, everything went well until he flew into fog. "I continued flying for ten minutes, but I couldn't see the land, only the sky and the sea. It was the most dangerous part of the flight". *SA* *MOP* *SA*

*Sumu* 24. TRAVEL QUESTION: SAILING

Where's a good place to learn to sail? My brother and I are going to go on holiday this summer with our grandparents. They say we can choose the place. Where should we go? There are sailing schools in most Mediterranean countries where there's good weather with lots of sunshine. But there are also lots of schools on the south coast of England.

*MOP* *Sumu* *ST* *ST* *ST* *ST* *ST*

*Sumu* 59. CAMDEN MARKET

The biggest and most popular market in London takes place every day in Camden, but it is busiest and best at the weekend. Camden is famous all over the world for its fashion, artists, clubs, and music, but it is the most famous for its market. It is the largest street market in the UK. A lot of people come every weekend to look, shop, eat, and meet friends. There is music everywhere.

*MOP* *ST* *Sumu* *ST* *ST* *ST*

9. IL BILANCIO DI PREVISIONE FINANZIARIO, CON PARTICOLARE RIFERIMENTO AL

RUOLO DELL'ORGANO DI REVISIONE

*MOP* *ST* *Sumu* *ST* *Sumu* *ST* *ST* *ST*

13. LE MODALITÀ DI SVOLGIMENTO DELLA CONFERENZA DI SERVIZI: FORMA

SEMPLIFICATA E FORMA SIMULTANEA

*MOP* *ST* *Sumu* *ST* *Sumu* *ST* *ST* *ST*

COME PENSA DI POTER PREVENIRE SITUAZIONI CONFLITTUALI NELL'AMBITO DELL'ORGANIZZAZIONE LAVORATIVA?

*MOP* *ST* *Sumu* *Sumu* *ST* *ST* *ST* *ST*



10. JONNIE PEACOCK: CHAMPION RUNNER

Jonnie Peacock was a child who loved to play sports. Then suddenly his life changed when he became very sick with meningitis. The doctors saved his life, but they couldn't save his right leg. However, they gave him a new, artificial leg. Only 18 months after he lost his leg, he could run. In 2012 he wanted to go to the London Paralympics and he won gold at the Paralympic Games.

COME PENSA DI CONTRIBUIRE A RENDERE L'AMBIENTE DI LAVORO POSITIVO E COLLABORATIVO ALL'INTERNO DEL SUO UFFICIO?

49. VERIFICHE STRAORDINARIE DI CASSA

24. ESCLUSIONI E LIMITI NELL'ESERCIZIO DEL DIRITTO D'ACCESSO

25. GLI ALLEGATI AL BILANCIO DI PREVISIONE FINANZIARIO

49. ORGANI DI GOVERNO E DIRIGENTI: IL PRINCIPIO DELLA SEPARAZIONE

DEI COMPITI

SUPPONIAMO CHE SI TROVI A LAVORARE A STRETTO CONTATTO CON UN COLLEGA LA CUI PERSONALITÀ È MOLTO DIVERSA DALLA SUA E POCO COMPATIBILE. COME PENSA CHE SI COMPORTEREBBE?

*Steve* *Italo Zecchillo* *St* *SP* *St*

### 13. STEVE JOBS

The Jobs family lived in Mountain View in California, where there are a lot of big technology companies. Steve's hobby as a child was electronics. At high school he met Steve Wozniak. They both loved electronics and became good friends. In 1976, they started Apple Computers in Steve's parents' garage. They worked hard and four years later, the company was worth \$1.2 billion.

*St* *KOP*

*St* *Italo Zecchillo* *St* *KOP*

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**DESCRIVA QUALI SONO GLI ELEMENTI IMPORTANTI DA METTERE IN CAMPO PER OTTENERE UN RISULTATO PROFESSIONALE NEI TEMPI PREVISTI?**

*St* *KOP* *St* *Italo Zecchillo* *St* *SP*

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**30. RESPONSABILE UNICO DI PROGETTO (RUP)**

*St* *KOP* *St* *Italo Zecchillo* *St* *SP*

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**51. LA RELAZIONE SULLA GESTIONE**

*St* *St* *Italo Zecchillo* *St* *SP*

---

**46. A HOLIDAY IN DISNEYLAND**

Last year I went on holiday to Disneyland in California. I went with my parents, my sister and brother, and for all of us it was the best holiday! We stayed in a very big hotel. We loved it because there was so much to do. Our hotel had three swimming pools! Every day we did something different. One day we went to Universal Studios and saw how they make films.

*St* *KOP* *St* *Italo Zecchillo* *St* *SP*

*St* *KOP* *St* *Italo Zecchillo* *St* *SP*

---

**QUAL'È SECONDO LEI LA MIGLIORE STRATEGIA DA ADOTTARE NEL CASO DI RAPPORTI CONFLITTUALI FRA COLLEGHI DI LAVORO?**

*St* *KOP* *St* *Italo Zecchillo* *St* *SP*

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**16. LA GESTIONE PROVVISORIA**

*St* *KOP* *St* *Italo Zecchillo* *St* *SP*

---

**46. LE COMPETENZE DELLA GIUNTA COMUNALE**

35. DISCIPLINA DELLE MANSIONI DEL DIPENDENTE PUBBLICO, CON

PARTICOLARE RIFERIMENTO AL DIPENDENTE ADIBITO A MANSIONI

SUPERIORI

MOP  
[Handwritten signature]

M.S.

[Handwritten signature]

SF

[Handwritten signature]

[Handwritten signature]

21. IL FONDO DI RISERVA

[Handwritten signature]

[Handwritten signature]

M.S.  
SF

[Handwritten signature]

[Handwritten signature]  
MOP

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

M.S.

MOP

DESCRIVERE UNA SITUAZIONE IN CUI SI È TROVATO FORTEMENTE IN DISACCORDO CON UN COLLEGA DI LAVORO. COSA HA RITENUTO IMPORTANTE FARE PER RISOLVERE LA SITUAZIONE?

38. MY AUSTRALIAN CHRISTMAS

"On Christmas Day we usually all go to my parents' house. We open our presents, then have a big lunch at about 2.00. After that we play games and watch TV". But this Christmas is different! Mark and his wife, Donna, are in Australia, and it's summer. They're having Christmas with Donna's parents. This morning they went swimming, and now they're having a barbecue on the beach.

[Handwritten signature]

SF

[Handwritten signature]

[Handwritten signature]

MOP

M.S.

[Handwritten signature]

[Handwritten signature]

60. CAUSE DI INCOMPATIBILITÀ ALLA CARICA DI SINDACO

MOP  
Maria Grazia Vitrami

[Handwritten signature]

42. UTILIZZO DI ENTRATE VINCOLATE

[Handwritten signature]

Maria Grazia Vitrami

SF MOP

[Handwritten signature]

IN CHE MODO INCORAGGEREBBE L'INNOVAZIONE E LA CREATIVITA' NEL SUO AMBIENTE DI LAVORO? QUANTO L'INNOVAZIONE PUO' MIGLIORARE IL LAVORO DI ISTRUTTORE AMMINISTRATIVO CONTABILE?

MOP

[Handwritten signature]

[Handwritten signature]

Maria Grazia Vitrami

SF

## 52. MY WEEKENDS

On Saturdays, I get up late and then I have a long bath. I like staying in the country at weekends. I go to a pub for lunch - I like the puddings. I prefer to have Saturday evening at home. I like watching cookery programmes. I like cooking Indian food, but not at weekends. On Sundays, I love shopping and gardening. I always buy my clothes from small boutiques, and I love visiting garden centres.

*MOP* *SW* *OPB* *SW* *SW*  
*Maria Grazia Vittami*

## 32. CAPE TOWN: WHAT TO DO?

Cape Town is on the south-west coast of South Africa. What to do? Walk up the amazing Table Mountain, sunbathe on the fabulous, sandy beaches and swim with the friendly penguins. Visit the vineyards and drink some of the best wine in the world. Go shopping at the Victoria and Albert Waterfront - it's fantastic! For exciting nightlife, the city also has bars, clubs, cinemas and theatres.

*SW* *MOP* *SW* *OPB* *SW* *SW*

*SW* *MOP* *SW* *OPB* *SW*  
**QUALE È' IL CONTRIBUTO PIU' SIGNIFICATIVO CHE PENSA DI POTER PORTARE A QUESTO RUOLO? COME IMMAGINA DI SVOLGERE IL SUO LAVORO? QUALI SONO I SUOI PUNTI DI DEBOLEZZA?**

## 33. AFFIDAMENTO DIRETTO

*SW* *MOP* *SW* *OPB* *SW* *OPB*  
**59. LE ENTRATE TRIBUTARIE DEL COMUNE**

Handwritten initials: #E, MOP, GPB

Handwritten signature: *Luca*

Emilia Sont'Jovino

**AL LAVORO SI PRESENTA UN PROBLEMA CHE VA RISOLTO ENTRO DUE SETTIMANE, COME SI COMPORTA? IN CHE MODO RIUSCIREBBE A TRASFORMARE UN LIMITE IN RISORSA?**

Handwritten initials: *AS*

Handwritten signature: *Luca*

**DESCRIVA UN EPISODIO LAVORATIVO O EXTRA LAVORATIVO IN CUI SI È TROVATO/A A DOVER GESTIRE UN CONFLITTO CON UN COLLEGA, OPPURE UN AMICO. COME HA AFFRONTATO LA SITUAZIONE? COSA HA FATTO PER GESTIRE AL MEGLIO QUESTA SITUAZIONE?**

Handwritten initials: *MOP*

Handwritten initials: *GPB*

Handwritten initials: *AS*

Handwritten initials: *GPB*

Handwritten initials: *AS*

Handwritten initials: *AS*

**50. JAMIE CULLUM' S WEEKENDS**

Handwritten initials: *GPB*

On Saturdays, I get up late and I make breakfast. Then I sit at my piano and I play for a couple of hours. I don't write songs, I just play. Sometimes in the afternoon I go shopping in Portobello Market. In the evening, I often watch a French or Japanese film - I enjoy foreign films. I sleep late on Sundays, but then I like cooking Sunday dinner, usually roast chicken.

Handwritten initials: *MOP*

Handwritten signature: *Luca*

Handwritten initials: *AS*, *GPB*

**33. FASI DELL'ENTRATA**

Handwritten initials: *MOP*

Handwritten signature: *Luca*

Handwritten initials: *AS*

Handwritten initials: *AS*

Handwritten initials: *GPB*

Handwritten initials: *GPB*

**40. LA RESPONSABILITÀ DEL PUBBLICO DIPENDENTE**

Handwritten initials: *AS*

Handwritten signature: *Luca*

Handwritten initials: *GPB*

Handwritten initials: *AS*, *GPB*, *AS*, *MOP*

KOP

Q/B

AS

Am by

SF

AS

Am

### 37. MY WEDDING

"On Saturday mornings I usually get up late and do the housework. Then I meet some friends in town for lunch, and go shopping in the afternoon. In the evening I go to the cinema, or go to a party."

But this Saturday is different! Today Isabel is getting married. She got up early and put on her wedding dress. Now she's in church. She's wearing a white dress, and her new husband is standing next to her.

### COME INTENDE GESTIRE EVENTUALI SITUAZIONI IN CUI DEVE LAVORARE SU BUROCRAZIA CHE NON LA ENTUSIASMA PARTICOLARMENTE?

Am

KOP

AS

Q/B

Am by

SF

### 60. HIGH-SPEED TOKYO

Tokyo has a population of 35 million people. It is the largest city in the world. It is also one of the most exciting. Everything moves fast here. It has one of the biggest and busiest railway systems in the world. Every day, 11 million people use it to get to and from work. People earn the highest salaries, and they spend the most money. It is the world's most expensive city.

KOP

Am

Q/B

Emilie Santoboni

### 7. I CONTENUTI E MODALITÀ DELLA COMUNICAZIONE DI AVVIO DEL

PROCEDIMENTO

AS

KOP

Am

AS

Emilie Santoboni

Q/B

SF

AS

KOP

Am

AS

Q/B

AS

Emilie Santoboni

47. MEET ASIMO, THE HUMANOID ROBOT

Say hello to ASIMO, the robot from Honda. He can walk and play football. He can go up and down stairs, and give people drinks. He can also stand on one foot, dance, and run. ASIMO is a people-friendly robot. Honda hopes that one day it can live with people and help them at work and at home. ASIMO can recognize people's faces, understand when people talk to him, and answer questions.

*MeP* *B* *SA* *AS* *Francesca Ricetto*

58. ATTIVITÀ DI INDIRIZZO E CONTROLLO E ATTIVITÀ GESTIONALE: A QUALI

ORGANI COMUNALI COMPETONO

*MeP* *SA* *AS* *Francesca Ricetto*

**SPIEGHI QUALE È, SECONDO LEI, IL MIGLIOR APPROCCIO NELLA COLLABORAZIONE IN UN GRUPPO DI COLLEGHI CON RUOLI E PROFILI DIVERSI.**

35. RISULTATO CONTABILE DI AMMINISTRAZIONE

*MeP* *SA* *AS* *Francesca Ricetto*

31. LE VARIAZIONI DI BILANCIO DI COMPETENZA DEL RESPONSABILE DEL SERVIZIO

FINANZIARIO

*MeP* *SA* *AS* *Francesca Ricetto*

10. Il c.d. PREAVVISO DI DINIEGO DI CUI ALL'ART. 10 BIS L. 241/1990

#### 48. LISA'S TWO JOBS

From Monday to Friday, I work in a bookstore in Manhattan. Then on Saturdays I have another job - I'm a singer with a band. It's great because I love books and I love singing. On weekdays I usually finish at 6 o'clock. On Saturday evenings, I sing in nightclubs in all parts of the city. I don't go to bed until 3 or 4 o'clock in the morning. On Sundays, I often eat in a little restaurant near my apartment.

*Candice Peters*

*Luis*

*EP*

*JP*

*KOP*

*JP*

*JP*

#### 64. LE FONTI DI ENTRATA DEI COMUNI

*Luis*

*JP*

*JP*

*JP*

*KOP*

*JP*

*Luis*

*JP*

*JP*

*KOP*

*JP*

#### 20. ANNULLABILITÀ DEL PROVVEDIMENTO AMMINISTRATIVO

#### 43. BARACK OBAMA'S INTERESTS

Barack Obama loves basketball. He has his indoor basketball court in the White House, and he often invites professional basketball players to come and play with him. He and Michelle like going to restaurants and the cinema, and visiting friends for dinner. The family goes to church every Sunday. The President and his family live in the White House. His chefs make his favourite food - chili and pasta.

*KOP*

*JP*

*JP*

*Luis*

*JP*

*JP*

*JP*

COME GESTIREBBE IL SUO TEMPO PER RISPETTARE LE SCADENZE E MANTENERE UN ALTO LIVELLO DI PRECISIONE NEL LAVORO QUOTIDIANO?

*Luis*

*KOP*



*[Handwritten signatures]*

65. FORMAZIONE E ROTAZIONE DEI DIPENDENTI PUBBLICI

44. ANDY WARHOL

Andy Warhol was an American painter and filmmaker. He was famous for his pictures of everyday things, like Coca-Cola bottles, and portraits of celebrities such as Marilyn Monroe. He was a student of art in Pittsburgh. In 1949 he went to New York. Here he was a painter in advertising and magazines. In the 1960s he started The Factory, a centre for artists, musicians, and writers.

*[Handwritten mark]*

*[Handwritten mark]*

*[Handwritten mark]*

*[Handwritten signatures]*  
Michele di P...  
*[Handwritten signature]*

7. IL BILANCIO DI PREVISIONE FINANZIARIO, CON PARTICOLARE RIFERIMENTO

ALLA CLASSIFICAZIONE DELLE ENTRATE

*[Handwritten mark]*

*[Handwritten signatures]*

*[Handwritten mark]*

QUALI MODALITÀ COMPORTAMENTALI, SECONDO LEI, POTREBBERO ESSERE MAGGIORMENTE EFFICACI NELLA GESTIONE DI UNA SITUAZIONE CONFLITTUALE NEL PROPRIO LAVORO?

*[Handwritten mark]*

*[Handwritten signatures]*

25. ACCESSO CIVICO

*[Handwritten mark]*

*[Handwritten signatures]*

63. LA DISCIPLINA DELL'ADDIZIONALE COMUNALE ALL'IRPEF

*[Handwritten mark]*

*[Handwritten signatures]*

QUALI SONO, SECONDO LEI, I SUOI PUNTI DI FORZA IMMAGINANDOSI NEL RUOLO DI ISTRUTTORE AMMINISTRATIVO CONTABILE? E COME LI POTREBBE UTILIZZARE PER SVOLGERE AL MEGLIO IL SUO LAVORO?

*[Handwritten signatures]*

*[Handwritten mark]*

*[Handwritten signature]*