

ST

COSA SI INTENDE PER TEAM WORKIN E QUALI CARATTERISTICHE FACILITANO IL LAVORO IN TEAM?

IMMAGINI UNA SITUAZIONE LAVORATIVA IN CUI SI TROVA A DOVER MODERARE UN CONFLITTO MOLTO ACCESO TRA DUE COLLEGHI DEL SUO STESSO UFFICIO. COSA FAREBBE NELLO SPECIFICO? COME PROCEDEREBBE PER RISOLVERE LA SITUAZIONE?

COME GESTIREBBE LO STRESS E/O LA PRESSIONE IN SITUAZIONI LAVORATIVE MOLTO IMPEGNATIVE?

IMMAGINI UNA SITUAZIONE DI CONFLITTO FRA COLLEGHI. IN CHE MODO L'AFFRONTEREBBE?

COME BILANCEREBBE L'AUTONOMIA E LA COLLABORAZIONE NEL SUO LAVORO CON LA NECESSITA' DI COLLABORARE CON I SUOI COLLEGHI?

LE CHIEDIAMO DI DESCRIVERE O DI IMMAGINARE UNA SITUAZIONE IN CUI SI È TROVATO FORTEMENTE IN DIFFICOLTA' NEL LAVORO. COSA HA RITENUTO IMPORTANTE FARE PER RISOLVERE LA SITUAZIONE? QUALI MODALITA' DI PROBLEM SOLVING HA UTILIZZATO O UTILIZZEREBBE?

QUAL È SECONDO LEI LA MIGLIORE STRATEGIA DA ADOTTARE NEL CASO DI GESTIONE DI URGENZE LAVORATIVE CHE SI POSSONO PRESENTARE NEL PROPRIO LAVORO?

QUALI BUONE AZIONI METTEREBBE IN ATTO PER PORTARE A TERMINE NEL MIGLIORE DEI MODI UN PROGETTO CHE LE STATO AFFIDATO CON UNA SCADENZA IMMINENTE?

QUALI CONSIDERA ESSERE I SUOI PRINCIPALI PUNTI DI FORZA CHE POTREBBERO CONTRIBUIRE AL SUCCESSO NEL RUOLO DI ISTRUTTORE AMMINISTRATIVO CONTABILE?

QUALI SONO SECONDO LEI LE MODALITÀ MIGLIORI PER ORGANIZZARE UN LAVORO E RISOLVERE SITUAZIONI PROBLEMATICHE?

ILLUSTRI QUALI SONO LE MODALITÀ COMPORTAMENTALI CHE, SECONDO LEI, SONO IMPORTANTI PER IL RUOLO DI ISTRUTTORE AMMINISTRATIVO CONTABILE, PER OTTENERE UNA MAGGIORE INTEGRAZIONE FRA I COLLEGHI!

COSA SI INTENDE PER PROBLEM SOLVING E SE PUÒ FACCIA UN ESEMPIO DI SITUAZIONE GESTITA CON SOLUZIONI EFFICACI IN CASO DI PROBLEMI?

STA INCONTRANDO ALCUNE DIFFICOLTÀ NELLA RELAZIONE CON UN SUO COLLEGA ANZIANO CHE SI DIMOSTRA POCO DISPONIBILE NEL FORNIRLE SUPPORTO QUANDO INCONTRA PROBLEMI COMPLESSI. COME PENSA LEI DI POTER AGIRE?

SE FOSSE ASSUNTO CON IL RUOLO DI ISTRUTTORE AMMINISTRATIVO CONTABILE COSA FAREBBE DURANTE LA PRIMA SETTIMANA DI ASSUNZIONE PER ORGANIZZARE AL MEGLIO IL LAVORO?

QUALI SECONDO LEI LE MODALITÀ RELAZIONALI E GESTIONALI EFFICACI CHE UN ISTRUTTORE AMMINISTRATIVO CONTABILE DOVREBBE AGIRE? E QUALI ERRORI INVECE NON DOVREBBE FARE CON I COLLEGHI DI UFFICIO?

DESCRIVA UNA SITUAZIONE IN CUI HA AFFRONTATO O AFFRONTEREBBE UNA SITUAZIONE PROBLEMATICAMENTE DIFFICILE E COME L'HA RISOLTA O INTENDE RISOLVERLA

41. DECRETO LEGGE E DECRETO LEGISLATIVO

SF

61. DIRITTI E DOVERI DELL'AMMINISTRATORE LOCALE

SF

12. LE TIPOLOGIE DI CONFERENZA DI SERVIZI

SF

57. I CONTROLLI ESTERNI SULL'ATTIVITÀ DEL COMUNE

SF

31. FASI DELLE PROCEDURE DI AFFIDAMENTO

SF

51. IL REGOLAMENTO DEGLI UFFICI E DEI SERVIZI

SF

34. CRITERI DI SELEZIONE NELLE PROCEDURE DI GARA

SF

28. DATI PERSONALI E DATI PARTICOLARI (O SENSIBILI) AI SENSI DEL GDPR

SF

2. CONCLUSIONE DEL PROCEDIMENTO AMMINISTRATIVO

SF

52. DIRIGENTI COMPITI E RESPONSABILITÀ

SF

42. POTESTÀ STATUTARIA E REGOLAMENTARE DEGLI ENTI LOCALI

SF

56. LE TIPOLOGIE DI CONTROLLO INTERNO AGLI ENTI LOCALI

SF

4. IL POTERE SOSTITUTIVO NEL PROCEDIMENTO AMMINISTRATIVO

SF

63.ANTICORRUZIONE E TRASPARENZA

SF

21.ANNULLAMENTO D'UFFICIO DEL PROVVEDIMENTO

SF

5. LA MOTIVAZIONE DEL PROVVEDIMENTO AMMINISTRATIVO, CON

SF

PARTICOLARE RIFERIMENTO ALLE NORME DEROGATORIE ALL'OBBLIGO DI

MOTIVAZIONE

24. IL P.E.G.

SF

30. LE VARIAZIONI DI BILANCIO DI COMPETENZA DELLA GIUNTA

SF

20. IL FONDO PLURIENNALE VINCOLATO

SF

41. RICONOSCIMENTO DI LEGITTIMITÀ DI DEBITI FUORI BILANCIO

SF

39. REGOLE PER L'ASSUNZIONE DI IMPEGNI E PER L'EFFETTUAZIONE DI SPESE

SF

28. ORGANI COMPETENTI ALL'APPROVAZIONE DELLE VARIAZIONI DI BILANCIO

SF

55. IL PIANO TRIENNALE DELLE OPERE PUBBLICHE

SF

52. CONTI DEGLI AGENTI CONTABILI INTERNI

SF

14. IL SERVIZIO ECONOMATO

ST

47. ANTICIPAZIONI DI TESORERIA

ST

37. RESIDUI ATTIVI E RESIDUI PASSIVI

ST

60. L'IMU: PRESUPPOSTI IMPOSITIVI DEFINIZIONE E MODALITÀ DI APPLICAZIONE

ST

32. LA VARIAZIONE DI ASSESTAMENTO GENERALE DI BILANCIO

ST

57. IL PIANO DELLE ALIENAZIONI E VALORIZZAZIONI IMMOBILIARI

ST

29. ORGANI COMPETENTI ALL'APPROVAZIONE E VARIAZIONE DEL P.E.G.

ST

22. IL FONDO DI RISERVA, CON PARTICOLARE RIFERIMENTO ALL'ORGANO

COMPETENTE AL SUO UTILIZZO

ST

7. FRESH ITALIAN FOOD

Italian food is famous all over the world. You can find pasta and a pizza restaurant in almost any city but one of the best places to try it is in Modena, Italy. There you can find the Mercato Albinelli. It's not a big market, but the food's amazing. Many Italians go there to buy some fresh pasta made by hand. You can also buy fresh meat, fruit and vegetables and, of course, fantastic cheese and bread.



28. A REALLY POPULAR SUMMER FESTIVAL IN THE UK

One of the most popular summer festivals in the UK is the Edinburgh Festival. The Edinburgh Festival has happened in August every year since 1947, except for 2020. The idea for a festival came from Rudolf Bing, an Austrian who loved and sponsored the arts. Different cities were considered, including Oxford, but finally, Edinburgh, which already had a long history of festivals, was chosen.



35. TRIP TO LONDON

"I work in a busy office in the centre of Beijing. I usually hate Sunday evenings because that's when I get ready for my week at work". But this Sunday evening is different! Jia is getting ready to go on a business trip to London tomorrow. This morning she practised her English. Now she is packing her bags. She's enjoying this Sunday evening because she's so excited about her trip.



31. EMAIL FROM LOUSIE TO DOM

Hi Dom, I'm on holiday in Dubai. Our hotel is fantastic - really new and comfortable. I'm here with my best friend, Helen. The food is international and delicious. I like all the restaurants at the hotel, but the Indian restaurant is my favourite. It's wonderful! Dubai is an interesting place - very modern. It's really hot, too hot to walk - we always travel - by car. All the buildings are so big and tall.



61. MULTICULTURAL MEXICO CITY

Mexico City has a population of 23.4 million. It is the largest city in both North and South America. Mexico City offers a variety of experiences. In the Zócalo, the main square, you can see the Spanish cathedral, an Aztec temple, and a modern skyscraper. The city has a lot of museums and theatres. European squares and colonial houses sit next to markets selling Mexican food.



62. AN ASTRONAUT'S DAY

Astronauts work for ten hours a day during the week and five hours on Saturday. The rest of the time they are free. They wake up at 6.00 and have breakfast. There is a meeting, and they decide the day's plans. They have an hour for lunch, then more work till dinner at 7.00. Lights out is at 9.00. They do two hours' exercise every day.



21. FOOTBALL HERO

Who is the best footballer of all time? Many people agree that the greatest player in the world is Pele. He is from the south-east of Brazil. Life was very difficult when he was a child because his family didn't have lots of money. He started playing football in the street. But at the age of 16 he started playing for Brazil and he soon became the most famous man in the country.



29. MY FRIEND LISA

My friend's name is Lisa and she's from Turkey. She's very funny and I like her emails; they're always very interesting. Lisa is 22 and she's a receptionist at the Hotel Amira in Istanbul. She loves her job. She likes meeting interesting people from around the world. She has a great boyfriend from Cyprus. He has a job at the hotel, too. His name is Mehmet and he's a waiter in the hotel bar.



42. BARACK OBAMA, AMERICA'S FIRST BLACK PRESIDENT

Barack Obama is the forty-fourth President of the United States, but the first African American President in the history of the country. He was born in Hawaii in 1961. His father was a black Kenyan, and his mother a white American from Kansas. He is married to Michelle, and they have two daughters, Malia Anne and Natasha, known as Sasha.



20. TRAVEL QUESTION: COWBOY RANCH

My father works in New York and I'm going to see him this summer. I love riding and we're going to go on a cowboy ranch holiday. He says I can choose where we go. Where's the best ranch for teenagers and adults? We had great fun last year at a place in Aspen. It's a working ranch and over-12-year-olds can help the cowboys. The riding lessons are really good and the food is excellent!



36. MY BIRTHDAY

"On my birthday I sometimes go out with friends, or I go out to a restaurant with my family. My Mum usually makes me a birthday cake". But this birthday is different! It's Leo's eighteenth birthday, so now he's an adult. This morning he got a lot of presents. Now he's having a big party with all his friends. They're dancing and drinking beer. Leo's wearing a black suit.



6. COOK AS YOU SHOP

If you want to buy food and learn how to cook it at the same time, go to the Union Square Greenmarket in New York. It's open four days a week and it has a lot of customers. Farmers from all of New York State sell food there. You can find different kinds of fruit and vegetables, such as potatoes, carrots and tomatoes. The farmers show the best ways to cook the food.



40. THE IMPORTANCE OF ENGLISH FOR MILENA

Milena Dušek was born in Prague, where she still lives. She's 18, and she goes to an international school. She is studying English, psychology and economics. Milena wants to work in banking, but it's important that she speaks very good English. Next summer she's going to London for two months to study at a language school. She's going to stay with an English family.



25. GROWING UP POOR

My name is Mike, and I was born in a very poor neighbourhood in Los Angeles. When I was little, my mother took care of my brother and me because my father wasn't too interested in being a part of our lives. My mother had to work two jobs that didn't pay much. She had to work very hard so that we could have food, clothes, and a place to live. We loved her and appreciated her efforts.

