

TRAINING COURSE DETAILS

Running a team workshop with Map & Match and the T5™ talents

Who it is for

In-house HR professionals and coaches.

Prerequisites

Being Map & Match certified, and interested in how a group works at every level of the company.

Objectives

Enable participants to run a team workshop that gives a group a new reading of how it works, following the systemic principles of Expert 5A™ - to make that way of working better, to help the team know each other, and to make it easier to build a shared roadmap together.

Expected outcomes

Let participants put the reading they already master - a team's talents for the work its people enjoy (T5™ talents) - to work in exchanges that teach the team and its manager something, and lead somewhere.

Teaching methods

A distinctive mix of theory, practice and applied exercises grounded in the systemic principles of Expert 5A™.

Where it takes place

- In a virtual classroom on Zoom
- At our offices: 37 rue de Rome, 75008 Paris
- In-house: talk to us

Access arrangements

This course is open to people with disabilities.

If you have a disability, contact us so we can look at what is feasible. Wherever we can, we adapt the course; where we cannot, we point you to another route.

The course can be run remotely if travelling is not possible.

Disability lead: Delphine Hervot (dhervot@mapandmatch.com)

Contact

- **Training lead:** Delphine Hervot (dhervot@mapandmatch.com)
- **Administrative lead:** Aurélie Lefevre (alefevre@mapandmatch.com)

Programme

OBJECTIVE	WHAT HAPPENS	DURATION	SUPERVISION
Understand the principles of the Map & Match model	A reminder: ● When a team workshop is called for, and what it is for ● Working with the client before and after ● Reading a team profile	0h30	Round table
Prepare your workshop	● The practical set-up ● How the facilitator prepares ● The case study running through the session ● The agenda of a workshop, block by block	0h15	Round table on participants' own practice
Bring individual profiles into your workshop	● Running the “who's who” block (with a debrief beforehand) ● Running the “getting to know each other in sub-teams” block (with no debrief beforehand)	0h30	Exercise supervised by the trainer
Break			
Bring the team profile into your workshop	● Running the “discovering how sub-teams complement each other” block ● Running the “giving the team its profile back” block	0h30	Group exchange supervised by the trainer
Work on what the team is facing	● Running the “confirming what the manager has set out” block ● Running the “defining together what the team faces” block, with or without characterisation	0h30	Characterisation exercise on the platform
Run the building of the action plan	● Running the “prioritising and building the action plan together” block ● Running the “calling on individual T5 talents to serve the plan” block ● Setting up follow-up and ownership so the actions happen	0h30	Round table: each participant proposes how they would run it
Close your workshop	● What changes in the online	0h15	Round table

	- version ● The equipment checklist ● Map & Match costs Questions and answers The support available		
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The course is built around the T5 profile each participant completes beforehand, on theory, team games, concrete examples and shared experience.

The programme is indicative: it is adapted to what each client needs and to the number of participants.

Final assessment

An end-of-course quiz, together with the trainer's assessment.

Total duration

3 hours (this may vary with the objectives agreed beforehand and the number of participants)

Tools used

Our own slide decks and the Map & Match platform.

Trainer(s)

The programme is delivered by an accredited trainer, expert in the field.

ANNEX 1 – HUMAN CAPITAL LINK INTERNAL RULES

Internal rules

1/ General provisions

Article 1-1: Purpose of these rules

Under article L.6352-3 of the French Labour Code, and by virtue of its general regulatory authority, these internal rules set out, for participants, how health and safety regulations apply during training.

Article 1-2: Scope and binding nature

The provisions of these internal rules apply as of right to every participant on every course.

2/ Health and safety

In accordance with article R.6352-1 of the French Labour Code, where a course is held in premises that already have their own internal rules, the health and safety measures that apply are those of that other set of rules.

Where a course is held on the training organisation's premises, or in outside premises with no internal rules of their own, these rules apply in full.

Article 2-1: Fire instructions

Fire instructions, including a plan showing extinguishers and emergency exits, are displayed on the premises so that every participant knows them.

Article 2-2: Accidents

Any accident or incident occurring during or in connection with a course must be reported immediately to the trainer or to the head of the organisation, by the participant involved or by anyone who witnessed it.

Article 2-3: Alcohol

Entering or remaining on training premises while intoxicated is prohibited, as is bringing alcoholic drinks onto those premises.

Article 2-4: No smoking

Under decree no. 92-478 of 29 May 1992, which sets out how the smoking ban applies in places open to collective use, smoking is prohibited in the premises where a course is held.

3/ How a course runs

Article 3-1: Timetable, absence and lateness

Times are given when the programme is handed out.

Attendance sheets are signed by participants as the course progresses. The head of training reserves the right to change the times.

A participant who arrives late may be asked by the trainer to rejoin the session only at a stated time.

Article 3.2: Intellectual property

Course materials may not be passed on to third parties once the course is over. Their use is strictly limited to the teaching context of the course attended.

Article 3-5: Liability for theft of, or damage to, personal property

Human Capital Link accepts no liability for the loss, theft or damage of personal belongings.

Article 3-6: Consequences

Any breach by a participant of these internal rules may give rise to a sanction within the meaning of article R.6352-3 of the French Labour Code.

4/ Conduct, interpersonal behaviour, respect, discrimination, racism, sexism, harassment

Article 4-1: Conduct, interpersonal behaviour, respect

Participants are expected to behave considerably towards one another and to keep an open attitude, with no mockery, no display of superiority and no disparagement.

Article 4-2: Discrimination, racism, sexism, harassment

No discriminatory, sexist or racist behaviour will be tolerated. Such behaviour will lead to sanctions and, where necessary, to a criminal complaint.

Participants and trainers must under no circumstances behave in a way that amounts to moral or sexual harassment: where harassment is established, the company's management may take legal action.

5/ Intellectual property

All intellectual property rights relating to the website www.mapandmatch.com, to the documents handed out and used during a course, and to everything they are made of (software, copyright, trademarks - in particular the "Map & Match" trademark - logos, and so on) belong in full to Human Capital Link, its affiliates, its officers and/or its partners.

The User undertakes not to infringe those rights. The User undertakes not to make the documentation associated with a course available to unauthorised third parties, directly or indirectly, on any basis, in any form and for any reason whatsoever.

Subject to acceptance of [these terms and conditions](#), Human Capital Link grants the User, for their own needs, a personal, non-transferable and non-exclusive right to use the website and the documentation handed out, for the term of the contract.

In particular, the User may not:

- distribute copies of the website or its content, or of the course content (whether written or on video), to third parties;
- use the specifications of the website to create, or allow the creation of, a programme serving the same purpose;
- modify, alter, revise or decompile the website for any purpose whatsoever;
- use their password and/or login for any purpose other than authentication alone;
- assign, rent, sub-let or transfer their right of use to a third party without the prior written consent of Human Capital Link;
- disregard how the website and Human Capital Link are meant to work.

This right of use excludes the grant of any other right. It in no way carries the right to perform any act that is not expressly authorised, in particular translating, adapting, arranging or otherwise modifying the website and/or its components, including within the scope of its contractual purpose.

ANNEX 2 - HUMAN CAPITAL LINK PARTICIPANT WELCOME GUIDE

Welcome guide and code of conduct

Thank you for your trust in joining the learning path created by Human Capital Link.

This path gives you, quickly, the keys to supporting people, organisations and projects with the Map & Match approach.

How well it works depends on the group spirit that builds over these hours of training, and on what participants exchange with each other.

The start of each session is also there to come back to anything you have not yet made your own.

Finally, at any point – a complaint, an unexpected problem, a difficulty – you can reach your Human Capital Link training lead by email: alefevre@mapandmatch.com

How to prepare for each session

Have a good internet connection.

Find a quiet place so you are not interrupted during the e-learning, and complete each module as you go.

Every session runs on the assumption that the e-learning modules have been completed, and followed diligently.

Read the programme in advance and think of examples from your own experience, or simply from business life.

How to behave

Courtesy: be on time, follow the ground rules the trainer sets, respect the other participants and the range of experience in the room.

Be concise, do not talk over others, do not interrupt the trainer, and ask before speaking.

If you are remote: turn your camera on.

Do not do anything else during the session (answering emails, being interrupted, working): close your mail client and put your phone away, except for the interactive exercises.