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## TRAINING COURSE DETAILS

### Growing your management skills

#### Who it is for

Managers, team leaders and front-line managers.

#### Prerequisites

Currently managing a team.

#### Before the course

Participants must have completed their T5™ profile and had it debriefed.

#### Objectives

Give managers the fundamentals of the management role, so they can step into it well and contribute properly to delivering the organisation's strategic roadmap.

#### Expected outcomes

Build what managers need to engage their people, individually and collectively, in a way that makes performance last.

By the end of the course, participants will be able to:

- Name their role and what their organisation expects of them as a manager or leader
- Put in place ways of engaging people, one to one and as a group, that fit their team
- Manage in a way that invites delegation and building things together
- Use feedback and after-action reviews to keep performance going over time

#### Teaching methods

The course is delivered by accredited trainers, certified Map & Match practitioners (an approach grounded in the systemic principles of Expert 5A™), with proven professional experience and a specific train-the-trainer course delivered by Human Capital Link.

The course is built on:

- self-discovery through the Map & Match profile, grounded in each person's Energy Skills™
- group sessions with theory, interactive exercises, case studies and role play
- one-to-one sessions, so what is learned takes root and lasts, in light of each person's own profile
- peer co-development time, to learn how to exchange within the group sessions
- individual exercises

#### Where it takes place

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

- At premises the organisation chooses

### 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](mailto:dhervot@mapandmatch.com))

### Contact

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

### Programme

|                   | GROUP SESSION                                                                                                                                                         | PEER CO-DEVELOPMENT                                                                                           | ONE-TO-ONE SESSION                                                                                                               | EXERCISES AND INDIVIDUAL WORK                                                          |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>OBJECTIVE</b>  | Understand what the manager or leader role means in their own ecosystem, and build what it takes to engage people, delegate, and contribute to performance that lasts | Work through management situations with peers, in co-development, on the themes covered in the group sessions | Look at the gap between their own manager or leader profile and what the theme calls for, then write an action plan of their own | Write up what they put in place: what worked, what got in the way, and what comes next |
| <b>WHEN</b>       | 2 hours / month                                                                                                                                                       | 1 hour in the first month of the course<br>1 hour in the last month                                           | 1 hour / month                                                                                                                   | 30 minutes / month                                                                     |
| <b>ASSESSMENT</b> | Role play                                                                                                                                                             | Action plan, delivery, write-up                                                                               | Analysis file and action plan                                                                                                    | Review of the write-up                                                                 |

*Where she judges it useful, the trainer may adjust the content of a session to current events, to the dynamics of the group or to the level of the participants. The programmes set out on these sheets are therefore given as an indication.*

### Final assessment

Assessment takes place at the end of the five months, through:

- written questionnaires
- role play
- a review of individual work

At the end of the course, Map & Match issues each participant an attendance certificate stating the objectives, the nature and the length of the course, together with the assessment results.

A certificate of completion is also issued.

### **Total duration**

In all, each participant receives 17 hours of learning over 5 months: 5 hours one to one and 12 hours in a group. This includes role play and individual exercises, which account for 2.5 hours of work, and two hours of peer co-development.

Course of **19.5 hours**, made up of:

- 10 hours of group sessions
- 2 hours of peer co-development
- 5 hours of one-to-one support
- 2.5 hours of individual work

### **Resources and facilities**

On site:

- A plenary training room
- Breakout rooms for small-group exercises
- Training equipment
- An individual workbook

After the course:

- Dedicated course materials

### **Trainer(s)**

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

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## 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](http://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](mailto: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.