TRAINING COURSE DETAILS

Unlocking Individual and Collective Performance through Engagement Drivers

Who it is for

Company leaders, managers, HR consultants, individual and team coaches, in-house HR professionals.

Prerequisites

Experience in a management role, in individual or team coaching, or in an HR function supporting people one to one, whether for hiring or for career moves.

Before the course

- Participants must have completed their T5™ profile and had it debriefed.
- The e-learning path must be completed before the group day. It is not optional.

Objectives

Give participants a new way of reading people's talents, following the systemic principles of Expert 5A™, and the whole Map & Match application to work with.

Expected outcomes

Let participants make their own the unique way Map & Match reads talent - what people enjoy doing (Energy Skills™) - in the service of the value individuals and teams create. With it, they can work on:

- how well a person fits what their role asks of them;
- supporting someone one to one, through a career move, an internal move or a hire;
- supporting collective performance in functional teams and project teams.

Once the assessment is passed, each participant receives a

“Map & Match expert” certificate, which opens the Map & Match platform and the right to use the approach in their own work.

Teaching methods

A distinctive mix of theory, concrete illustrations drawn from what our experts have lived, and practical 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 our disability lead so we can put in place what you need to join us, with the teaching adjustments and arrangements that suit you.

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	MODULE	SKILLS	DURATION	SUPERVISION
THEORY (E-LEARNING) Master the Expert 5A™ model and its components	1	• The Expert 5A™ model • Systems and talents • The 20 T5™ talents • The T5/C5/I5 definitions	2h	Multiple-choice tests and online exercises
THEORY (E-LEARNING) Identify what drives a person's engagement Know how to read an individual profile	2	• Preparing a debrief • The value-creation cycle • Debriefing talents and irritants • Debriefing the triangles • Handling the person's reactions	1h45	Multiple-choice tests and online exercises
THEORY (E-LEARNING) Master what collective intelligence means at Map & Match Know how to read a team profile	3	• What a team is, and what collective intelligence is • The phases of collective value creation • Reading a team map • Debriefing a team	1h45	Multiple-choice tests and online exercises

THEORY (E-LEARNING) Identify what a role or a team is facing Master how that is characterised through RT5 and RC5	4	• Understand what R5 characterisation is for • Learn to characterise a role • Turn a job description into a characterisation • Learn to characterise what a team is facing	3h	Multiple-choice tests and online exercises
THEORY (E-LEARNING) Master the Map & Match platform	5	• Generate an individual profile • Understand how your users and clients are followed and organised • Generate a team profile • Generate a characterisation map • Use MapDrive, the support companion	1h	Multiple-choice tests and online exercises
PRACTICE (GROUP SESSION) Become autonomous in reading and debriefing an individual profile, and in diagnosing and supporting a team (mapping the team, characterising what it faces, matching team and objectives)	6	A day with the trainer in a small group of learners Group case studies and preparation of: • an individual profile • a debrief of an individual profile • creating a person on the platform • a team profile • a characterisation • a reading of a profile map against a characterisation map • generating maps on the platform to run those analyses	7h	Role play, oral quiz and practical exercises
THEORY (E-LEARNING) Present Map & Match and where it applies	7	• Pitch Map & Match, and what it makes possible one to one and with teams • Answer objections	1h	Reformulation during the analysis debrief

ASSESSMENT		• Online exam (multiple choice) and an oral debrief of an individual or team profile with a trainer	1h30	Multiple-choice tests and oral analysis debrief

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

An online exam (multiple choice), plus an oral debrief of an individual or team profile with a trainer

Total duration

- Allow 1 day on site, 10h30 of e-learning and 1h30 of assessment - **19 hours in all**
- For companies: 2 hours of one-to-one support after certification - **21 hours in all**

Tools used

Awkn (e-learning software), the Map & Match platform, and Zoom for remote sessions.

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 considerately 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.