



May 2024 version

Training details:

**"Accompanying individual and collective performance through the talents of the pleasure of doing.
(Talents T5™) - Certification"**

Target audience:

Executive, Manager, HR consulting consultant, Individual or team coach, HR professional in company.

Prerequisite:

- To have completed the T5™ profile and been debriefed.
- Have worked in management, individual or group coaching, or in the HR function, providing individual support with a view to recruitment or career development.
- Have followed the E-Learning course prior to the one-day group session and the knowledge validation exam.

Objectives:

To enable the trainee to grasp a new approach to the talents of each employee according to the systemic principles of Expert5A™ and to use all the functionalities of the map and match application.

Expected results:

To enable each trainee to appropriate the unique and innovative approach of reading the talents of employees' "pleasure in doing" (Energy Skills™) in the context of individual and collective value creation, in order to be able to apprehend the suitability of an individual for his or her missions, individual support in the context of career development, mobility or recruitment, and support for collective performance in the context of functional or project teams.

Upon successful completion of the knowledge validation exam, each participant will receive a "map & match expert" certificate, enabling them to access the map & match platform and apply the approach in their coaching.

Teaching methods:

Unique approach blending theory, concrete illustrations through experts' real-life experiences and practical exercises based on Expert 5A™:

Access:

This course is open to all people with disabilities.

If you have a disability, please contact us to see if it is feasible, and if possible, we will adapt the course to your needs or refer you to alternative solutions.

This training can be done remotely if unable to travel.

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Program :

Objectives	Module	Program	Duration	Supervision and certification requirements
<p>Theory Mastering the Expert5A model and its components</p>	1	Expert5A™ model Systems and talents The 20 T5™ talents T5/C5/I5 definitions	2H*	MCQs and online exercises
<p>Theory Everything you need to know about reading an individual profile</p>	2	Preparing a debriefing Value creation cycle Debriefing talents and irritants Debriefing triangles Managing employee reactions	2H*	MCQs and online exercises
<p>Theory Master the map & match definition of collective intelligence Everything you need to know about analyzing a collective profile</p>	3	Defining a team and collective intelligence Phases of collective value creation Analysis of a collective cartography Debriefing a team	2H*	MCQs and online exercises
<p>Theory Understand how to characterize the stakes of a collective or a workstation through the notion of RT5 and RC5.</p>	4	Understanding the benefits of characterization R5 Learn Job Characterization Translate a job description into a characterization Learn how to characterize a collective's issues	4H*	MCQs and online exercises
<p>Theory Mastering the map & match platform</p>	5	Generate an individual profile Understand how my users and customers are tracked and organized Generate a collective profile Generate a characterization map How to use MapDrive: the accompanying medium	1H*	MCQs and online exercises
<p>Practical application Become autonomous in reading and debriefing an individual profile, and in diagnosing and supporting a team (team mapping, characterization of issues, team/objective matching).</p>	6	Day with the trainer in a small group of learners Group case studies and preparation of : <ul style="list-style-type: none"> - an individual profile - debriefing an individual profile - use of the platform to create a collaborator - a collective profile - a characterization - from a profile map analysis to a characterization map - using the platform to generate 	1 DAY	Observation grid



		maps for analysis		
<p>Theory How to present map & match and its applications</p>	7	How to pitch map & match and individual and group support options Responding to objections	2H	Simulation reformulation debriefing

If necessary, the trainer can modify the content of the training courses according to current events, group dynamics or the level of participants. The contents of the programs shown on the presentation sheets are therefore provided for guidance only.

FINAL ACQUISITION VALIDATION: 1h 1to1 debriefing simulation with a trainer.

Total time: Please allow for 1 day of classroom training, 12 hours of E-LEARNING* + 1h validation - **19H in total.**

**estimated.*

Tools used: Awkn (e-learning software), map & match platform, zoom if distance learning



Appendix 1 - Human Capital Link's internal regulations

Rules of procedure

1/ General provisions

Article 1-1: Purpose of these rules

In application of the provisions of article L.6352-3 of the French Labor Code, and by virtue of its general and collective regulatory powers, these internal regulations, intended for trainees, set out below the measures for applying health and safety regulations.

Article 1-2: Scope and mandatory nature

The provisions set out in these internal regulations are automatically binding on all trainees taking part in each course.

2/ Health and safety

In accordance with article R.6352-1 of the French Labor Code, when training takes place in an establishment that already has internal regulations, the health and safety measures applicable are those set out in the latter regulations.

When training takes place on the premises of the training organization, or on premises outside the training organization which do not have internal regulations, all the provisions of the present regulations will be applied.

Article 2-1 : Fire instructions

Fire instructions, and in particular a map showing the location of fire extinguishers and emergency exits, are posted on the organization's premises so that all trainees are aware of them.

Article 2-2 : Accidents

Any accident or incident occurring on the occasion of or during training must be reported immediately by the trainee involved in the accident, or by those who witnessed the accident, to the trainer or the head of the organization.

Article 2-3: Alcoholic beverages

It is forbidden to enter or remain on training premises in a state of intoxication, or to introduce alcoholic beverages.

Article 2-4: No smoking

In application of decree no. 92-478 of May 29, 1992, setting the conditions for the application of the ban on smoking in places intended for collective use, it is forbidden to smoke in the premises where the training takes place.

3/ Training schedule

Article 3-1: Schedules, absences and lateness

Timetables will be communicated when the program is delivered.

Attendance sheets will be signed by trainees as the course progresses. The training manager reserves the right to modify the timetable.

In the event of lateness, the trainee may be asked by the trainer to return at a specified time.

Article 3.2 : Intellectual property

The teaching aids provided may not be communicated to third parties once the training course has ended. Their use will be strictly limited to the educational framework of the training received.

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

Human Capital Link declines all responsibility for loss, theft or damage to personal property.

Article 3-6 : Consequences

Any failure by the trainee to comply with any of the provisions of the present internal regulations may result in a sanction in accordance with article R 6352-3 of the French Labor Code.



4/ Attitude, interpersonal skills, benevolence, discrimination, racism, sexism, harassment

Article 4-1: Attitude, interpersonal skills, benevolence

Trainees must behave in a benevolent manner, with an open attitude, prohibiting any mockery, superiority or denigration.

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

No discriminatory, sexist or racist attitude will be tolerated, and will result in sanctions and, if necessary, the filing of a complaint.

Trainees and teachers must under no circumstances behave in a way that is tantamount to moral or sexual harassment: in the event of proven harassment, legal action may be taken by the company's management.

5/ Intellectual property

All intellectual property rights relating to the www.mapandmatch.com website, to the documents provided and used during the training course, and to all the elements of which it is composed (software, copyrights, trademarks and in particular the "map & match" trademark, logos, etc.) are the full and entire property of Human Capital Link, its affiliates, managers and/or partners.

The User undertakes not to infringe said rights. The User undertakes not to make the documentation associated with the training available to unauthorized third parties, directly or indirectly, for any reason whatsoever, in any form whatsoever.

By accepting [these GTC](#), Human Capital Link grants the User, for his own needs, a personal, non-transferable and non-exclusive right to use the Site and the documentation provided for the entire duration of the Contract.

In particular, the User is prohibited from

- distribute to third parties copies of the Site or its content, and of the training content (whether written or in video form).
- use the Site's specifications to create or permit the creation of a program for the same purpose,
- modify, alter, revise or decompile the Site for any purpose whatsoever,
- use passwords and/or identifiers for any purpose other than their strict authentication purpose,
- assign, rent, sublet or transfer its right of use to a third party without the prior written consent of Human Capital Link
- fail to respect the functionalities of the Site and Human Capital Link.

This right of use is exclusive of the granting of any other right and does not in any case imply the right to carry out any act not expressly authorized, in particular the rights of translation, adaptation, arrangement or any other modification of the Site and/or its components, including within the framework of its contractual destination.



Appendix 2 - Human Capital Link welcome booklet

Human Capital Link Trainee Welcome Booklet & Code of conduct

Thank you for your confidence in Human Capital Link's training program.

This cycle will enable you to quickly grasp the keys to supporting employees, organizations and projects using the map & match approach.

The success of this cycle is linked to the group spirit that will be created during these hours of training, and to the interactions between participants.

At the beginning of each session, you'll have the opportunity to go back over any points you haven't assimilated.

Finally, if you have any complaints, problems or difficulties, you can always contact your Human Capital Link training consultant by e-mail.

How do I prepare for each session?

Have a good Internet connection.

Isolate yourself so as not to be disturbed during the Elearning session, and complete all the modules as you go along.

The success of each session depends on the completeness and assiduity of the Elearning modules.

Read the program in advance and think of examples related to your experience or simply drawn from business life.

How should you behave?

Courtesy and politeness: respect schedules, respect the rules set by the trainer, respect other participants and the diversity of experience.

Be concise, don't interrupt the trainer or ask for the floor.

If remote: Put on your video.

Don't do anything else during the course (answer your e-mail, be disturbed, work): close your e-mail program, and turn off your laptop except for interactive exercises.