



### Training details:

## "Facilitating a group workshop with map & match and T5 Talents™"

#### **Target audience:**

Corporate HR professional, Coach

#### **Prerequisites :**

To be map & match certified and interested in the functioning of a collective at all levels of the company.

#### **Objectives:**

To enable the trainee to lead a collective workshop to apprehend a new approach to the functioning of a collective according to Expert5A™ systemic principles in order to optimize its functioning, foster better knowledge of team members and facilitate the co-construction of a collective roadmap.

#### **Expected results:**

To enable each trainee to use the unique and innovative approach of reading the talents of a collective's "pleasure in doing" (T5™ talents) already mastered in order to be able to lead learning and constructive exchanges with team members and their manager.

#### **Accessibility:**

This training course is open to anyone with a disability.

Accommodations can be made for people with disabilities.

**Disability advisor:** Delphine Hervot (dhervot@mapandmatch.com / +33 (0)7 87 67 79 93)

#### **Contacts:**

**Educational advisor:** Delphine Hervot (dhervot@mapandmatch.com)

**Administrative advisor:** Aurélie Lefevre (alefevre@mapandmatch.com)

**Program:**

Objective	Program	Duration	Supervision
Introduction	Reminder <ul style="list-style-type: none"> <li>Contexts and objectives of a collective workshop</li> <li>with the customer upstream and downstream</li> <li>Reading a team profile</li> </ul>	30 minutes	Tour de table
Preparing your workshop	<ul style="list-style-type: none"> <li>material conditions for the workshop</li> <li>preparation of the facilitator</li> <li>Case study presentation</li> <li>Workshop agenda (different blocks)</li> </ul>	15 minutes	Round-table discussion of participants' practices
Integrate the discovery of individual profiles into your workshop	<ul style="list-style-type: none"> <li>Leading the "who's who" block (with debriefing beforehand)</li> <li>Lead the "discovering yourself as a sub-team" block (without prior debriefing)</li> </ul>	30 minutes	
BREAK		15 minutes	Group discussion supervised by trainer
Integrate the discovery of the collective profile into your workshop	<ul style="list-style-type: none"> <li>Leading the "discovering the complementarity of sub-teams" block</li> <li>Facilitate the block "return the team profile to its members".</li> </ul>	30 minutes	
Facilitating collective issues	<ul style="list-style-type: none"> <li>Facilitate the "validate the issues defined by the manager" block</li> <li>Leading the "collectively defining collective issues" block (with or without characterization)</li> </ul>	30 minutes	Characterization exercise on the platform
Facilitating the construction of the action plan	<ul style="list-style-type: none"> <li>Lead the "Prioritize and co-construct the action plan" block</li> <li>Facilitate the "Invite individual T5s to contribute to the action plan" block</li> <li>Organize follow-up and accountability for action implementation</li> </ul>	30 minutes	Round-table discussion: each participant makes a presentation proposal
Concluding the workshop	<ul style="list-style-type: none"> <li>details for the digital version</li> <li>material checklist</li> <li>m&amp;m costs</li> </ul> Questions & answers Assistance available	15 minutes	Round table discussion

**Training program: 1/2 day - 3h30**
**Tools used:** Powerpoint internal, map & match platform and its map team application

## **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](http://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.