



Training details:
"Enriching your recruitment with map & match"

Target audience:

Executive, Manager, Corporate HR professional, Recruiter, Headhunter.

Prerequisites :

To be map & match certified and interested in recruitment issues at all levels of the company.

Objectives:

Enable the trainee to grasp a new approach to the talents of each employee according to Expert5A™ systemic principles in order to optimize recruitment processes, whether internal or external.

Expected results:

Enable each trainee to appropriate the unique and innovative approach of reading the talents of employees' "pleasure in doing" (T5™ talents) in the context of individual and collective value creation so as to be able to apprehend the "match" with the job expectations as well as the complementarity of a new profile in the team.

Teaching methods:

Unique approach blending theory, practice and hands-on exercises based on Expert 5A™.

Training location:

In a virtual classroom via Zoom

At our premises: 37 rue de Rome, 75008 Paris

Intra: please contact us

Access:

This training is open to anyone with a disability.

Accommodations are available 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 contact: Aurélie Lefevre (alefevre@mapandmatch.com)

Program:

Objective	Program	Duration	Supervision
Introduction	Reminder <ul style="list-style-type: none"> ● Expert5A™ model ● System, dynamics and talents 	10 minutes	Tour de table
Preparing your interview	Defining your needs <ul style="list-style-type: none"> ● Job description ● Characterization 	1h	Online characterization on the V3 platform
Using the map & match analysis template based on the candidate's T5™ profile	<u>Individual profile summary</u> <ul style="list-style-type: none"> ● Talents and discomforts ● Value creation ● How decisions are made ● Collaborative value ● Managerial style <u>Questions to ask the candidate</u>	1h30	Case studies using the platform Question identification exercises
BREAK		10 minutes	
Learn how to match the candidate's position/manager and team	<u>Matching with the position</u> <u>Matching with your manager</u> <u>Matching with the team</u> <ul style="list-style-type: none"> ● to which it belongs ● he supervises 	30 minutes	Case studies using MapDrive
Understanding the added value of map & match analysis	Using these analyses <ul style="list-style-type: none"> ● to lay the foundations for future collaboration ● for onboarding Questions & answers Assistance available	15 minutes	Round-table discussion so that everyone can plan how to use it with their customers.

Training program: 1/2 day
Tools used: Internal powerpoint, map & match platform

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.

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- use passwords and/or identifiers for any purpose other than their strict authentication purpose,
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- fail to respect the functionalities of the Site and Human Capital Link.

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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.