



February 2024 version

**Training Details:
“Develop Your Managerial Skills”**

Target Audience:

Managers and team leaders (operational and middle management).

General Objectives:

Enable managers to acquire the fundamentals of the managerial role, so they can effectively adapt to their position and contribute to the implementation of the company’s strategic roadmap.

Expected Outcomes:

Enable managers to develop the capabilities required to engage team members—both individually and collectively—in order to support sustainable performance.

At the end of the program, participants will be able to:

- Identify their role and the expectations associated with their position as a manager/leader within their organizational environment
- Implement individual and collective engagement practices adapted to their teams
- Adopt a managerial posture that promotes delegation and co-construction
- Use feedback and retrospective (RETEX) practices to sustain performance over time

Prerequisites:

- Currently managing a team

Pre-training Requirements:

- Completion of the T5™ profile and participation in a debrief session

Format, Duration, and Organization

- Each participant completes a total of 17 hours over 5 months, including:
 - 5 hours of individual support
 - 12 hours of collective sessions
- Additional activities include:
 - Practical exercises and personal work (2.5 hours)
 - Peer development sessions (2 hours)
- Total training duration: 19.5 hours, including:
 - 10 hours of collective sessions
 - 2 hours of peer development
 - 5 hours of individual coaching
 - 2.5 hours of personal work

Program Structure:

	Collective Training	Peer Co-development	Individual Training	Personal Work
Objectif	Understand the challenges of the managerial role within your ecosystem and develop the skills needed to engage, delegate, and contribute to sustainable performance	Analyze managerial challenges through peer co-development sessions, in connection with topics covered in collective training	Identify gaps between your managerial profile and expected competencies, and build a tailored individual action plan	Report on implemented actions, analyze successes and challenges, and define next steps
Timeline	2 hours/month	1 hour / the first month of training 1h / the last month of training	1 hour/month	30 minutes/month
Validation des acquis	Practical simulations	Action plan development and implementation	Analytical report and action plan	Review of reporting

**4 key challenges (1 per month + a final synthesis during the last month)*

Note: Trainers may adjust content based on group dynamics, current context, or participants' level. Program details are indicative.

Teaching Methods:

The program is delivered by certified trainers, practitioners of the map & match approach (based on Expert 5A™ systemic principles), with proven professional experience and dedicated trainer certification from Human Capital Link.

The training is built on the following pillars:

- Self-awareness through the map & match profile based on individual Energy Skills™
- Collective sessions combining theoretical input, interactive exercises, case studies, and role-playing
- Individual sessions to reinforce and sustain learning through personalized application
- Peer co-development sessions to foster shared learning
- Personal exercises



Assessment and Certification:

Participants' learning outcomes are assessed at the end of the 5-month program through:

- Written questionnaires
- Practical simulations
- Review of personal work

Upon completion, participants receive:

- A certificate of attendance detailing objectives, duration, and results
- A certificate of completion

Resources and Technical Requirements:

In-person:

- Main training room
- Breakout rooms for group exercises
- Training materials
- Individual workbook

After the training:

- Dedicated learning materials

Trainers:

The program is delivered by certified trainers with expertise in the field.

Training Location:

Virtual classroom (Zoom)

At our premises: 37 rue de Rome, 75008 Paris

At client-selected locations

Accessibility:

This training is accessible to people with disabilities. Specific arrangements can be made upon request.

Disability contact: Delphine Hervot (dhervot@mapandmatch.com / 07 87 67 79 93)

Contacts:

Educational contact: Delphine Hervot (dhervot@mapandmatch.com)

Administrative contact: Aurélie Lefevre (alefevre@mapandmatch.com)



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.

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- modify, alter, revise or decompile the Site for any purpose whatsoever,
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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.