

By the end of the seminar, the trainees will have acquired the elements of knowledge and methods allowing them to :

- Adapt structure and staff to foreseeable changes,
- Master the tools and methods of training,
- Increase the expertise in management and training engineering

### Organization

**Virginie Pac**  
Metrattech

### Coordination

**Christian BELLANGE**  
Consultant, CB Consult

### Inscriptions

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### Targeted audience

Project managers responsible of skills adaptation in terms of : general solutions for the organization, particular answers for one and more services, specific actions for individual cases

### Monday 6<sup>th</sup> June

■ 9h30 **J-Olivier LAVAL** PFC-Metrattech

Opening of the seminar

■ 10h00 **Christian BELLANGE** Consultant

### The management of competences

- Place of the training within a training policy
- Goals of training policy
- Scheme of the training

### Tuesday 7<sup>th</sup> June

■ 9h30 **Christian BELLANGE**

### The process of a project of service

- Objectives and stakes of the process
- Fundamental principles
- The four key stages of the project of service

### Wednesday 8<sup>th</sup> June

■ 9h30 **Christian BELLANGE**

### The management role of the HR director

### Thursday 9<sup>th</sup> June

■ 9h30 **Christian BELLANGE**

### Tool kits of the HR function

### Friday 20<sup>th</sup> June

■ 9h30 **Christian BELLANGE**

### Objectives and procedures of the planned management of employment and competences

### Monday 23<sup>rd</sup> June

■ 9h30 **Agnès BUCHELI-CIVIT** BPI Groupe

### Establish the action plan "human resources"

- articulations of the strategic management with the HR
- Steps and tools : the scheme of HR

### Tuesday 24<sup>th</sup> July

■ 9h30 **Agnès BUCHELI-CIVIT**

### Sectorial study

- How to do so?

### Wednesday 25<sup>th</sup> July

■ 9h30 **Agnès BUCHELI-CIVIT** BPI Groupe

### Strategic analysis

### Thursday 26<sup>th</sup> July

■ 9h30 **Michel BRE** BPI Groupe

### Develop and implement needs analysis

### Assessment and quality management of training

### Friday 27<sup>th</sup> July

■ 9h30 **Benoît MOCH** Ville de Paris

### Technical visit

The training organization of the municipality of Paris

### Monday 30<sup>th</sup> June

■ 9h30 **Williams MALLET** Cabinet Pertinence

### Understand and lead a training (1)

- How to evaluate all the levels of the training?
- Results and how to interpret them?

### Tuesday 1<sup>st</sup> July

■ 9h30 **Williams MALLET**

### Understand and lead a training (2)

### Wednesday 2<sup>nd</sup> July

■ 9h30 **Williams MALLET**

### Understand and lead a training (3)

### Tuesday 3<sup>rd</sup> July

■ 9h30 **Williams MALLET**

### Understand and lead a training (4)

### Friday 4<sup>th</sup> July

■ 9h30 **Régis ROUSSEL** Centre INFFO

### Technical visit

Presentation on the CENTRE INFFO

■ 16h00 **Jean-Olivier LAVAL**

Evaluations and closing of the seminar

Workdays end at 5:30

The seminar takes place in Maison des Ponts 15 rue de la Fontaine au Roi 75011 Paris