

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**  
Metratech

**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

**From 15<sup>th</sup> to 19<sup>th</sup> of June**

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

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

**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

**Christian BELLANGE**

**The management role of the HR director**

**Christian BELLANGE**

**Tool kits of the HR function**

**Christian BELLANGE**

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

**From 22<sup>nd</sup> to 26<sup>th</sup> of 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

**Agnès BUCHELI-CIVIT**

**Sectorial study**

- How to do so?

**Agnès BUCHELI-CIVIT**

**Strategic analysis**

**Michel BRE** BPI Groupe

**Develop and implement needs analysis**

**Assessment and quality management of training**

**Benoît MOCH** Ville de Paris

**Technical visit**

The training organization of the municipality of Paris

**From 29<sup>th</sup> of June to 3<sup>rd</sup> of July**

■ 9h30 **Williams MALLET** Cabinet Pertinence

**Understanding and leading a training (1)**

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

**Williams MALLET**

**Understanding and leading a training (2)**

**Williams MALLET**

**Understanding and leading a training (3)**

**Régis ROUSSEL** Centre INFFO

**Technical visit**

Presentation of 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