

## Conduct internal mobility and career orientation interviews



RH-1 2 Days (14 Hours)



### Description

Training in conducting mobility and orientation interviews allows you to understand the key techniques, structures and tools to successfully complete mobility interviews and support employees in their projects and professional careers. This approach requires real know-how from HR specialists in order to provide relevant advice to employees who are going to experience changes in professional orientation.

### Who is this training for ?

#### For whom

HR Development Manager. Professional Development Advisor (CEP). HR executive required to conduct mobility or orientation interviews.

#### Prerequisites

None.

### Training objectives

- Acquire a method and tools for conducting mobility and orientation interviews.
- Train and adopt the appropriate posture.

### Training program

#### Comprendre les enjeux et identifier les situations individuelles

- Take ownership of the legal framework and the issues linked to the 2016 Labor and 2018 Professional Future laws.
- Differentiate between mobility and orientation processes.
- Take into account employees' wishes for development.
- Integrate the principle of co-management and career paths.
- Engage employees in the process.

#### Clarifier les rôles et la posture

- Identify the role and skills of the orientation / mobility advisor.
- Adopt a support posture.
- Manage the helping relationship.
- Know the systems (Skills assessment, CEP, CPF, etc.).

### S'approprier la boîte à outils orientation / mobilité

- Analysis grids and self-diagnoses for identifying skills, professional values ??and motivations.
- Mappings, benchmarks and mobility areas to identify target professions.
- Decision support matrices.
- Practice active listening.
- Discover and experiment with the tools.

### Découvrir les étapes de la construction d'un projet et structurer ses entretiens

- The ADVP method.
- The active expectation of chance: the structuring power of the project.
- Structuring and adapting the approach.

### S'entraîner activement à la conduite des entretiens

- Simulation of different interviews:
- redeployment following a reorganization;
- reorientation
- development or validation of a professional project;
- request for development of an employee.