

## Make your skills audit



IE-31 2 Jours (14 Heures)

### Description

This training will now show you to make a complete review of your skills and to build your professional project in a concrete, effective and dynamic way.

### À qui s'adresse cette formation ?

#### Pour qui

A COMPLETER

#### Prérequis

Aucune

### Les objectifs de la formation

### Programme de la formation

#### The skills approach

- Panorama of the skills : Know the different kinds of skills.
- Define all the stakes in the skills approach.
- Various management tools of the skills.
- Make the link with the jobs.
- Focus on the behavioral skills : Identify the technical and behavioral skills of a job.
- Make the difference between skill and potential.
- Exercise Elaborate one tool of project management related to the stakes of the skills approach.

#### Focus on your own skills

- The skills acquired in job and off job : The inventory of all your skills, The transferable skills, The favorite skills, The skills to be developed.
- The jobs and the companies in connection with your profile : Define a professional project, have a vision of your professional future, Identify the skills necessary for this project, Look for the missing information (watch, network).
- ) Exercise Projected schedule of the big stages of development of the skills

### Build your professional project

- Define what is the impact on professional project : Resistance to change, Fears and habits, Balance between personal and professional life, Warm-up for change, The role of your entourage in this approach.
- How to make a success of your professional project: Define all your assets, pleasure at work, the VAE process (valuation of acquired experience), The levers of the professional training.
- Exercise What can look like my professional project?

### Initiate your professional project

- Communicate internally or externally on your project : Explain your project internally, Communicate usually on your project, Professionals who can support this project, Be strength of proposal, offering rather than request Prepare your professional progress report or your interview of job mobility : How to prepare this interview, the arguments, What communication to adopt? Become integrated into a new team, Strengthen and develop your skills.
- Exercise Role-play on the interview of job mobility.