

# 2024 Training Catalogue



*Boost my Talents*



>> Our 2024 Training Catalogue is available from September 1<sup>st</sup>, 2023 to December 31<sup>st</sup>, 2024.

## Who are we?

We're **reinventing the training and coaching experience** by putting **new HR challenges** at the heart of our approach, as well as **the current employees' expectations, particularly the new generation's**.

We address the issues of **diversity and inclusion, well-being** in the workplace, **new recruitment and management practices**, and the strategic **soft skills of tomorrow**.

We have built our methods and support around a **practice-oriented approach** inherited from GAFAM\* and a **knowledge of the most famous psychometric tools**.

**8 years' experience** in recruitment, management and career coaching in the tech ecosystem

### Recognised certifications:

MBTI<sup>®</sup>, DISC<sup>®</sup>, STRONG<sup>®</sup>, #IamRemarkable and "5 choices for extraordinary productivity" (Franklin Covey<sup>®</sup>)

**>250 people recruited** at Amazon and 500+ people **coached** and **trained** over the last 2 years

**\*GAFAM:** acronym for the 5 American web giants: Google, Apple, Facebook, Amazon and Microsoft, who dominate the digital world today. Leaders in their own markets, these companies represent the wider tech and digital ecosystem, as well as the 'Silicon Valley' culture, which has developed very strongly since the end of the 90s. These companies have efficient, modern and dynamic HR policies and a strong corporate culture, imbued with US coaching methods and a constant quest for innovation and renewal.

## What is our mission?

At BMT, we recognise that the vast majority of traditional companies face major **difficulties in recruiting, retaining and developing their talents.**

And this has **a significant impact on the performance of the companies concerned:** a five-fold increase in **staff turnover** in 30 years, **burn-out and boredom** among employees rising since the pandemic, emergence of a **generational divide, etc.**

For our part, we are convinced that **a company's HR approach**, from recruitment to talent management and soft skills training, **needs to evolve considerably** to take into account its employees' new expectations, aspirations and ways of working.

## What do we do?

Boost my Talents offers **training courses in 4 areas of expertise:**

- ◆ Recruitment training
- ◆ Management training
- ◆ Talent development training
- ◆ Team building workshops

Our courses are **open to everyone.**

 *If you have a specific disability-related need, please contact our disability advisor Chloé Sady directly by email ([chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr)).*

## To contact us :



Chloé Sady



[chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr)



+33(0) 6 61 94 38 94



[www.boostmytalents.fr](http://www.boostmytalents.fr)

 *The training courses and associated rates provided in this catalogue are valid from 1<sup>er</sup> January 2024 to 31 December 2024.*

# Contents

★ = ALSO AVAILABLE AS E-LEARNING / ★ = ALSO AVAILABLE IN BLENDED LEARNING

## Recruitment trainings & HR issues [Page 7](#)

|  |                         |
|--|-------------------------|
| New challenges in recruitment ★  | <a href="#">Page 7</a>  |
| Inclusive hiring ★   | <a href="#">Page 8</a>  |
| Improving disabled talents' recruitment and onboarding ★   | <a href="#">Page 9</a>  |
| Recruitment effectiveness and employer brand challenges  | <a href="#">Page 10</a> |
| Preventing, detecting and addressing moral and sexual harassment and sexist abuse in the workplace ★ | <a href="#">Page 11</a> |

## Management trainings [Page 12](#)

|  |                         |
|--|-------------------------|
| Inclusive hiring and management ★  | <a href="#">Page 12</a> |
| Improving disabled talents' recruiting, integration, management and development ★        | <a href="#">Page 13</a> |
| Management track: managing, engaging and developing teams                                | <a href="#">Page 15</a> |
| Inclusive management ★   | <a href="#">Page 17</a> |
| Recruiting, managing and developing Generation Z ★                                       | <a href="#">Page 18</a> |
| The Manager as Coach: developing employees for the long term ★                           | <a href="#">Page 19</a> |
| Developing your employees' work meaning  | <a href="#">Page 21</a> |
| Managing and developing teams in a hybrid set-up ★                                       | <a href="#">Page 22</a> |
| Multicultural management ★   | <a href="#">Page 23</a> |
| Developing your team's effectiveness and efficiency                                      | <a href="#">Page 24</a> |
| Empathetic management and emotional intelligence   | <a href="#">Page 25</a> |
| Boosting your team's intelligence: the key role of emotional and collective intelligence | <a href="#">Page 26</a> |
| Spotting weak signals and preventing harassment in your team ★                           | <a href="#">Page 27</a> |
| Developing your team's collaborative performance   | <a href="#">Page 28</a> |
| Managing your team's cognitive diversity for greater performance ★                       | <a href="#">Page 29</a> |
| Supporting organizational transformation and change                                      | <a href="#">Page 30</a> |
| Developing your employees' commitment ★  | <a href="#">Page 31</a> |

## Talent development trainings [Page 32](#)

|   |                         |
|---|-------------------------|
| Increasing your personal effectiveness ★                      | <a href="#">Page 32</a> |
| 5 choices for an extraordinary productivity by Franklin Covey | <a href="#">Page 33</a> |
| Thriving within a cross-functional organisation               | <a href="#">Page 34</a> |

|   |                         |
|---|-------------------------|
| Developing your creative thinking ★   | <a href="#">Page 35</a> |
| Developing your analytical thinking and adopting a data-driven approach ★   | <a href="#">Page 36</a> |
| Developing your critical thinking ★   | <a href="#">Page 37</a> |
| Social influencing and trust: how to build positive working relationships   | <a href="#">Page 38</a> |
| Curiosity and continuous learning   | <a href="#">Page 39</a> |
| Motivation and self-awareness   | <a href="#">Page 40</a> |
| Resilience, flexibility and adaptability ★                                  | <a href="#">Page 41</a> |
| Developing a long-term well-being   | <a href="#">Page 42</a> |
| Addressing anxiety to improve your mental health ★                          | <a href="#">Page 43</a> |
| Developing your emotional quotient  | <a href="#">Page 44</a> |
| Boosting confidence with assertiveness                                      | <a href="#">Page 45</a> |
| I am remarkable: boosting your career and networking                        | <a href="#">Page 46</a> |
| Communicating with kindness in an ambiguous environment ★                   | <a href="#">Page 47</a> |
| Developing your adaptive intelligence by boosting your adaptive mental mode | <a href="#">Page 48</a> |
| Well-being and performance in hybrid work ★                                 | <a href="#">Page 49</a> |
| Lightening your professional mental workload ★                              | <a href="#">Page 50</a> |
| Sustaining an inclusive culture ★   | <a href="#">Page 51</a> |

## Group and Team workshops

[Page 52](#)

|  |                         |
|--|-------------------------|
| MBTI® workshop                                       | <a href="#">Page 52</a> |
| DISC® workshop                                       | <a href="#">Page 53</a> |
| Women Leadership workshop                            | <a href="#">Page 54</a> |
| Experiences' sharing workshop for disabled employees | <a href="#">Page 55</a> |

## Other services

[Page 56](#)

|   |                         |
|---|-------------------------|
| Conferences (on diversity & inclusion, disability, well-being, recruitment, etc.) | <a href="#">Page 56</a> |
| Diversity Fresco / Sexism Fresco  | <a href="#">Page 58</a> |
| D&I consulting services and individual coaching                                   | <a href="#">Page 59</a> |

## Contact us

[Page 60](#)

👉 Useful information: our training organisation is **Qualiopi certified in the Training Actions** category.

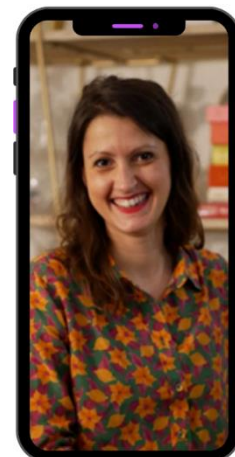
**Qualiopi**  
processus certifié

 **RÉPUBLIQUE FRANÇAISE**

La certification a été délivrée au titre de l'action suivante :  
Actions de formation

# Our history

Boost my Talents was created in 2021 by Chloé Sady, the company's director and trainer-consultant. After her graduation at ESSEC Business School, Chloé worked for Amazon for eight years in various purchasing and business development roles, before moving into recruitment and training. As a member of Amazon's Diversity Board, Chloé has conducted over 250 job interviews, co-created and led numerous sales and soft skills training courses, and has been involved in various strategic projects relating to inclusive recruitment. Her areas of expertise are recruitment, corporate diversity, personal and collective effectiveness and well-being at work. Chloé is also the author of the development book "[Career Boost](#): how to flourish in your professional life" and she runs the training courses and manages the consultancy and support missions for Boost my Talents, accompanied by a network of consultants who are experts in Learning and certified in a number of tools and methods (ICF, etc.).



## Our commitments

-  **Supporting the development and professional fulfilment of all your employees**, taking into account differences in generation, gender, cultural origin...
-  Boosting your **company's performance** by offering fully customisable training courses tailored to your company's specific needs
-  Offering you training that **meets the new challenges of recruitment, management and employee development.**

## Our operating principles

POSSIBLE VARIED CUSTOMIZATIONS FOR ALL TRAINING COURSES

OUR TRAINING COURSES ARE AVAILABLE INTRA-COMPANY (INTER-COMPANY ON REQUEST)

TRAINING COURSES CAN BE ON SITE, VIRTUAL OR ON A BLENDED MODE






OUR TRAINING COURSES DO NOT REQUIRE PREREQUISITES

TRAINING CAN BE ORGANIZED IN FRENCH OR IN ENGLISH

BOOST MY TALENTS IS COMMITTED TO GETTING BACK TO YOU WITHIN 5 BUSINESS DAYS AND PROVIDING THE REQUESTED TRAINING WITHIN 3 WEEKS

👉 Simply contact us at [contact@boostmytalents.fr](mailto:contact@boostmytalents.fr) or fill in the form on our website (<https://boostmytalents.fr/grow/>) to request a quotation or to explain your requirements.

## Our methods and tools

-  Training approach focusing on **soft skills and their application**
-  **Sharing** innovative and modern **management, recruitment and talent development methods**
-  Using **creative thinking** to help participants define a relevant action plan
-  Use of **reference psychometric tools** (MBTI<sup>®</sup>, DISC<sup>®</sup>, STRONG<sup>®</sup>...)
-  **Encouraging discussions** between employees (practical exercises, role-playing, etc.)

## Monitoring and assessment methods

**Practical exercises**  
(individual and/or group)

Various activities to stimulate **creativity and practice**: creative thinking, role-playing, etc.

**Systematic** online evaluation before and after the course



At the end of the course, we provide all participants with a **summary of the course**, including a bibliography, a video library and a list of articles on the topic covered, to encourage learning.

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94

**BMT**  
Boost my Talents

# Our recruitment training courses

## New challenges in recruitment



### Training objectives

- ❖ Get to know the new trends in recruitment processes and interview techniques
- ❖ Understand the needs of each generation, particularly Generation Z, in terms of recruitment processes and employer branding
  - ❖ Understanding employer branding issues and HR marketing strategies
- ❖ Developing a tailored and differentiating employer communication on social networks

### Educational content

- 🚦 **Module 1:** Major trends in the recruitment process
- 🚦 **Module 2:** The main trends in job interviews
- 🚦 **Module 3:** Employer branding and HR marketing challenges

### Pedagogical methods

- ❖ **Practical exercises:** analysis of the company's positioning in terms of recruiting Generation Z, translation of the company's values into soft skills, evaluation of a soft skill, employer brand pitch, analysis of current communication on Glassdoor, etc.
- ❖ **Creative thinking:** thinking about the balance between personalising the recruitment experience and automating processes, writing a new communication strategy for social networks, etc.

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed and practical case studies

### Format, duration and rates

- ❖ **One-day course** (~6.5 hours) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94



## Inclusive Hiring



### Training objectives

- ❖ Interrupting bias at all stages of the recruitment process
  - ❖ Be aware of your biases and work on them
  - ❖ Conducting inclusive job interviews
- ❖ Implementing an employer brand strategy tailored to a diverse pool of talents

### Educational content

- ✚ **Module 1:** Bias in the recruitment process
- ✚ **Module 2:** Setting up an inclusive recruitment process
- ✚ **Module 3:** Conducting bias-free job interviews
- ✚ **Module 4:** Developing an employer brand tailored to diversity and inclusion challenges

### Pedagogical methods

- ❖ **Practical exercises:** correcting a non-inclusive job advertisement, analysing bias in a fictitious job interview, drafting behavioural questions adapted to your company's values.
- ❖ **Creative thinking:** Thinking about how to make recruitment processes more inclusive, and how to make the employer brand more inclusive.

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed and practical case studies

### Format, duration and rates

- ❖ ½ day training (~3h)
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
- ❖ **€800 excl. tax** for in-company courses

[Back to summary](#)



## Improving disabled talents' recruitment and onboarding



### Training objectives

- ❖ Understanding recruitment's importance in the company's mission to promote disabled people's employment and inclusion
  - ❖ Implementing disability-inclusive recruitment practices
  - ❖ Knowing how to conduct a job interview with a disabled person
  - ❖ Adapting your employee onboarding strategy to disabilities

### Educational content

- ✚ **Module 1:** Expectations of candidates with disabilities and the challenges of inclusive recruitment
- ✚ **Module 2:** Breaking down disability-related biases and stereotypes
- ✚ **Module 3:** Inclusive recruitment processes for people with disabilities
- ✚ **Module 4:** Conducting a non-discriminatory job interview (before, during and after)
- ✚ **Module 5:** Onboarding of employees with disabilities

### Pedagogical methods

- ❖ **Practical exercises:** Correction of a non-inclusive job advertisement, practical exercise to prepare a follow-up interview with a disabled employee, role-play to answer questions from a disabled applicant during an interview.
- ❖ **Creative thinking:** creative thinking to improve the inclusiveness of the recruitment process for candidates with disabilities, creative thinking to improve the inclusiveness of the integration process for company employees

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed and practical case studies

### Format, duration and rates

- ❖ ½ day training (~3h)
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
- ❖ **€800 excluding VAT** for in-company courses

[Back to summary](#)

## Recruitment effectiveness and employer branding challenges



### Training objectives

- ❖ Structuring your recruitment process
- ❖ Mastering the rules of interviewing for greater efficiency and better recruitments
- ❖ Combining process automation and personalized candidates' experience

### Educational content

- ✚ **Module 1:** Improving the efficiency of your recruitment: structuring, automation and new technologies
- ✚ **Module 2:** Putting candidates back at the heart of the recruitment process
- ✚ **Module 3:** Issues and challenges in recruitment today (diversity, employer image, inbound marketing, etc.)

### Pedagogical methods

- ❖ **Practical exercises:** creating action plans to support changes to the recruitment process, to develop the employer image or to identify new alternatives for sourcing candidates.
  - ❖ **Case study:** mock interview using the STAR method...
- ❖ **Creative thinking:** group discussions on how to improve internal processes and recruitment methods, and how to personalise the candidate experience.

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed and practical case studies

### Format, duration and rates

- ❖ **One-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
- ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

# Preventing, detecting and addressing bullying, sexual harassment and sexist abuse in the workplace



## Training objectives

- ❖ Getting acquainted with the different types and manifestations of harassment (moral/sexual) and sexism
  - ❖ Knowing how to better recognise and prevent cases of harassment and sexism
- ❖ Learning how to deal with a potential moral or sexual harassment case and how to manage reports, including false reports.
- ❖ Familiarizing yourself with methods for alerting (whether as a victim, witness or stakeholder), providing support and creating a culture of prevention and inclusion.

## Educational content

- ✚ **Module 1:** Moral and sexual harassment, sexist abuse, everyday sexism... what are we talking about?
- ✚ **Module 2:** Establishing a culture of prevention and detection
- ✚ **Module 3:** Alerting, addressing and supporting harassment and sexism

## Pedagogical methods

- ❖ **Practical exercises:** role-playing interviews with potential victims and alleged perpetrators, case studies on how to stop sexist behaviour.
- ❖ **Creative thinking:** improving communication between stakeholders, making prevention practices sustainable, introducing an inclusive culture
- ❖ **Quiz:** on the issues involved and the nature of harassment and sexism, and on how to react in the event of harassment or sexist behaviour.

## Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed and practical case studies

## Format, duration and rates

- ❖ **One-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

# Our management training courses

## Inclusion Track: Inclusive hiring and management



### Training objectives

- ❖ Understanding current issues related to diversity and inclusion
  - ❖ Adopting inclusive behaviours and practices
  - ❖ Creating a psychologically safe environment
- ❖ Eliminating bias in recruitment processes, job interviews and performance reviews
  - ❖ Defining a long-term vision and objectives in relation to inclusion
  - ❖ Implementing inclusive leadership

### Educational content

#### Part 1: Inclusive Hiring [1/2 day]

- 🚦 **Module 1:** Diversity, inclusion and discrimination issues and bias in recruitment processes
- 🚦 **Module 2:** Setting up an inclusive recruitment process
- 🚦 **Module 3:** Conducting bias-free job interviews
- 🚦 **Module 4:** Developing an employer brand tailored to diversity and inclusion issues

#### Part 2: Inclusive Management [1/2 day]

- 🚦 **Module 1:** From inclusive management to inclusive leadership: developing an inclusive posture and practices
- 🚦 **Module 2:** Becoming aware of and interrupting bias in managerial and HR practices

### Pedagogical methods

- ❖ **Practical exercises:** correcting a non-inclusive job description, analysing bias in a fictitious job interview, drafting behavioural questions adapted to your company's values, role-playing a non-inclusive meeting, drafting a long-term vision of inclusion within the company with associated KPIs, etc.
- ❖ **Creative thinking:** Thinking about how to make recruitment processes, employer branding and performance reviews more inclusive

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed and practical case studies

### Format, duration and rates

- ❖ **1-day training** (~7h)
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94



## Recruiting, managing and developing disabled talents



### Training objectives

- ❖ Gaining a better understanding of the manager's role in the company's mission to promote disabled people's inclusion
  - ❖ Implementing disability-inclusive recruitment and integration practices
    - ❖ Adopting an inclusive managerial approach and practices
    - ❖ Knowing how to help an employee recognise his or her disability
  - ❖ Implementing a reasonable job adjustment in collaboration with the disabled employee
- ❖ Promoting the professional development of disabled employees through coaching and career development
  - ❖ Interrupting bias when assessing the performance of disabled employees

### Educational content

- 📌 **Module 1:** Recruiting and onboarding people with disabilities
- 📌 **Module 2:** Developing an inclusive managerial approach to disability
- 📌 **Module 3:** Sustaining managerial practices that encourage job retention and professional development for disabled talents
- 📌 **Module 4:** Implementing an inclusive culture for people with disabilities within the team

### Pedagogical methods

- ❖ **Practical exercises and role-playing:** correction of a non-inclusive job advertisement, role-playing to answer the questions of a disabled candidate during a job interview, role-playing with an employee threatened with unfitnes or reclassification, exercise to define one's long-term vision of disability inclusion within the team, etc.
- ❖ **Creative thinking:** creative thinking to improve the inclusiveness of the recruitment process for candidates with disabilities, to increase the inclusiveness of the integration process for the company's employees and to encourage the professional development of employees with disabilities.

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed and practical case studies

### Format, duration and rates

- ❖ **1-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94



## Management Track: managing, engaging and developing teams



### Training objectives

- ❖ Managing and developing the team's performance
- ❖ Defining SMART objectives and KPIs linked to team performance
- ❖ Mastering management techniques and rituals to develop collective and individual performance
  - ❖ Assessing performance fairly
  - ❖ Creating a relationship of trust with your staff and know how to motivate them
  - ❖ Solving management problems
- ❖ Familiarizing yourself with the new employees' needs and requests (meaning, flexibility...)
  - ❖ Managing your own time and the one of your team
- ❖ Creating an inclusive, psychologically safe working environment that promotes well-being
- ❖ Managing resources, analysing skills and planning the professional development of each team members
  - ❖ Supporting employees' professional development and projecting them on the long-term

### Educational content

#### Part 1: Managing, evaluating and developing team performance [1 day]

- ✚ **Module 1:** The different roles of the manager
  - ✚ **Module 2:** Managing team activity using the OKR method
  - ✚ **Module 3:** Management techniques and rituals
  - ✚ **Module 4:** Assessing employees' performance
  - ✚ **Module 5:** Maximising the team's collaborative performance
- ➔ **Practical exercises:** creation of a team management chart and definition of SMART operational objectives for the team, quiz to raise awareness of cognitive biases in the decision-making process, exercise to learn how to delegate, role-play to communicate the priorities for the quarter in a team meeting and to improve the distribution of the floor in a team meeting.
- ➔ **Creative thinking:** creative thinking to develop the inclusiveness of performance assessment processes and boost collaborative performance, team vision pitch

#### Part 2: Mobilising, motivating and empowering employees through caring management [1 day]

- ✚ **Module 1:** Creating a relationship of trust with employees
- ✚ **Module 2:** Defining SMART objectives and communicating them to employees
- ✚ **Module 3:** Motivation and demotivation factors
- ✚ **Module 4:** Adopting a benevolent managerial posture in interviews
- ✚ **Module 5:** Dealing with complicated managerial situations

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94

→ **Practical exercises:** self-assessment of your ability to create a relationship of trust, definition of SMART objectives, role-play to address the demotivation of an employee, role-play to develop the posture of a benevolent and inclusive manager and to deal with conflicts over employees' levels of performance or a change of priority, quiz to interpret non-verbal communication, role-play to use the DESC method, etc.

→ **Creative thinking:** boosting motivation and meaning at work

### Part 3: Developing employees for the long term [1/2 day].

✚ **Module 1:** Implementing coaching tools to develop employees

✚ **Module 2:** Co-constructing a career path and SMART objectives

✚ **Module 3:** Supporting career development and preventing departures

→ **Practical exercises:** putting into practice a short coaching interview, drafting SMART career objectives for an employee and working on a skills development plan.

→ **Creative thinking:** better prevention of employee departures

### Part 4: Organising the team's time and resources with different timeframes [1/2 day].

✚ **Module 1:** Developing personal and team effectiveness

✚ **Module 2:** Boosting your well-being and that of your team

✚ **Module 3:** Organising team resources efficiently

→ **Practical exercises:** identifying priorities (Eisenhower matrix), drawing up an action plan to maximise the time spent on tasks with the highest added value, role-playing to help an employee prioritise, practical exercise to allocate day-to-day activities according to circles of control, influence and concern, completing the skills matrix and team rotations.

### Pedagogical methods

❖ Quizzes, practical exercises, self-assessment, role-playing, sharing best practice and creative thinking

### Validation of prior learning

❖ **Online assessment:** 20-minute questionnaire on the main concepts conveyed and practical case studies

### Format, duration and rates

❖ **3-day course** (~21h)

❖ Face-to-face or remote learning **workshop for 5 to 15 people**

❖ **€4350 excluding VAT** for in-company courses

[Back to summary](#)



## Inclusive Management



### Training objectives

- ❖ Understanding the challenges of diversity and inclusion in the workplace
- ❖ Adopting inclusive management at individual and team level, through inclusive actions and behaviours
  - ❖ Developing leadership that promotes inclusion
- ❖ Defining a long-term vision and objectives in relation to diversity and inclusion
- ❖ Breaking down bias in managerial practices, particularly performance appraisals

### Educational content

- 🚦 **Module 1:** Diversity & inclusion challenges and bias in management practices
- 🚦 **Module 2:** From inclusive management to inclusive leadership: implementing an inclusive posture and practices
- 🚦 **Module 3:** Spotting an stopping bias in management and HR practices

### Pedagogical methods

- ❖ Individual and group **practical exercises:** using situations experienced by employees to gain a better understanding of the concept of bias, implementing action plans to develop inclusive management.

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ ½ day training (~3h)
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
- ❖ **€800 excluding VAT** for in-company courses

[Back to summary](#)

## Recruiting, managing and developing Generation Z



### Training objectives

- ❖ Understanding the characteristics, expectations and needs of Generation Z
- ❖ Adapting management and learning methods to the needs of Generation Z employees
  - ❖ Mastering strategies for engaging and retaining Generation Z talent

### Educational content

- ✚ **Module 1:** Introduction to Generation Z main needs and characteristics
- ✚ **Module 2:** Recruiting Generation Z candidates
- ✚ **Module 3:** The 8 pillars of Generation Z management
- ✚ **Module 4:** Challenges in developing Generation Z in the workplace

### Pedagogical methods

- ❖ **Practical exercises:** drawing up an action plan to adapt the employer brand to Z employees and encourage their professional development within the company
- ❖ **Case studies:** answering candidates' questions during a job interview (diversity and CSR issues), adopting the right posture when faced with a Z employee's request during a bilateral meeting, etc.
- ❖ **Creative thinking:** making the recruitment process more adapted to Generation Z needs
- ❖ **Keep-Drop-Start" exercise:** think about which management methods to keep, which to stop and which to put in place to make management more relevant to the expectations of Z

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

## The Manager as Coach: developing employees over the long term



### Training objectives

- ❖ Supporting employees and helping them take a step back from their performance
  - ❖ Adopting the role and attitudes needed to support career development
    - ❖ Practising active listening, questioning and reformulation
    - ❖ Giving feedback and feedforward in a benevolent manner
- ❖ Communicating better with employees to take their needs and cognitive diversity into account
  - ❖ Mastering the main tools and methods of the coaching interview
  - ❖ Engaging employees in long-term objectives and skills development

### Educational content

#### Part 1: Supporting employees' performance [1 day]

- ✚ **Module 1:** Creating a relationship of trust with employees
  - ✚ **Module 2:** Supporting and managing performance
  - ✚ **Module 3:** Communicating on performance with benevolence and assertiveness
  - ✚ **Module 4:** Preventing and tackling loss of commitment
- ➔ **Practical exercises:** self-assessment of your ability to do things and to inspire confidence, quiz to raise awareness of your own biases and prejudices, drafting of an action plan to develop meaning at work
  - ➔ **Role-playing situations:** role-playing to get employees to factualise their performance, role-playing to address the loss of meaning at work
  - ➔ **Creative thinking:** creating or strengthening trust in managerial relationships, enhancing the day-to-day value of employees, maximising commitment

#### Part 2: Developing and retaining talents using the manager-as-coach approach [1 day]

- ✚ **Module 1:** Postures and attitudes of the manager as coach
  - ✚ **Module 2:** Taking diversity into account when providing support
  - ✚ **Module 3:** Getting better connected to employees' needs
  - ✚ **Module 4:** Boosting meaning at work and addressing the loss of meaning
- ➔ **Practical exercises:** self-assessment of your DISC style and exercise to define a coaching strategy based on DISC styles

- ➔ **Role-playing:** role-playing to give constructive feedback, practising active listening and questioning using real-life situations (an employee close to burn-out or demotivated, etc.), role-playing to deal with a complicated emotional situation (psychological collapse of an employee, etc.).
- ➔ **Creative thinking:** protecting yourself from falling into sympathy and compassion

### Part 3: Coaching employees for the long term [1 day]

- ✚ **Module 1:** Setting up a coaching interview
- ✚ **Module 2:** Building a career path
- ✚ **Module 3:** Supporting and guiding employees in their career development plan
- ✚ **Module 4:** Preventing departures through coaching
- ➔ **Practical exercises:** defining SMART career objectives and identifying a specific objective for a career interview using the SCORE model, preparing for a coaching interview using the GROW model.
- ➔ **Role-plays:** role-playing a short coaching interview, dealing with an employee who is dissatisfied with his career development, etc.
- ➔ **Creative thinking:** integrating coaching tools into everyday life

### Pedagogical methods

- ❖ Quizzes, practical exercises, self-assessment, role-playing, sharing best practice and creative thinking

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **3-day course** (~21h)
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
- ❖ **€4350 excluding VAT** for in-company courses
- ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

## Developing your employees' work meaning



### Training objectives

- ❖ Understanding the fundamentals of meaning at work and its 3 levels
  - ❖ Implementing management by meaning
  - ❖ Identifying and remedying the loss of meaning at work

### Educational content

- ✚ **Module 1:** Exploring meaning at work at the individual, collective and organisational levels: the 3 levels of meaning at work
- ✚ **Module 2:** Analysis of the role of the manager and the team as a factor of meaning, concept of management by meaning
- ✚ **Module 3:** Presentation of the "Individual Work Meaning Assessment©" tool for managers
- ✚ **Module 4:** How to address and remedy the loss of meaning at work

### Pedagogical methods

- ❖ **Group work:** understanding the individual meaning assessment©, action plan for managing with meaning
- ❖ **Case study:** managing a meeting with an employee who is losing meaning at work

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

## Managing and developing employees in hybrid mode



### Training objectives

- ❖ Understanding the challenges of new hybrid working conditions and their implications for management
  - ❖ Adapting your managerial approach and your relationship with employees in hybrid mode
- ❖ Learning how to maintain the efficiency and well-being of teams in a hybrid working environment
  - ❖ Get acquainted with the adaptations of Leadership in hybrid mode

### Educational content

- 🚦 **Module 1:** The challenges of hybrid management
- 🚦 **Module 2:** Managerial posture and relations in a hybrid model
- 🚦 **Module 3:** Guaranteeing the performance and well-being of teams in hybrid mode
- 🚦 **Module 4:** Leadership in a world where face-to-face and remote learning go hand in hand

### Pedagogical methods

- ❖ **Practical exercises:** drafting the team's organisational structure in hybrid mode, managing performance and well-being in hybrid mode, role-playing to address employee demotivation and inclusion issues, team skills matrix and identification of skills to develop, diagnosing the team's collaborative performance, role-playing to boost the effectiveness of meetings and provide feedback to employees, describing the company's vision in 1m30.
- ❖ **Creative thinking:** an exercise to deal with an employee's signs of psychological distress, brainstorming around an initiative to boost the team's collaborative performance, and actions to increase employee commitment in hybrid mode.

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **One-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
- ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

## Multicultural management



### Training objectives

- ❖ Understanding the influence of culture on behaviour, communication styles and working methods
  - ❖ Adapting your communication style to a multicultural environment
- ❖ Implementing an inclusive communication, and project management strategy
- ❖ Implementing inclusive management to promote a strong team culture

### Educational content

- ✚ **Module 1:** Discovering the eight dimensions of cultural diversity
- ✚ **Module 2:** Communicating in a multicultural environment
- ✚ **Module 3:** Multicultural project management
- ✚ **Module 4:** Coaching and developing employees from different cultures

### Pedagogical methods

- ❖ **Practical exercises:** preparing a multicultural meeting, using the RACI matrix to prepare a project launch, role-playing to coach an employee from a different culture, self-assessment of the inclusiveness of performance appraisals, etc.
- ❖ **Quiz:** to learn how to identify the different cultural dimensions in a professional context and to raise awareness of biases in performance assessment
- ❖ **Creative thinking:** around initiatives to make project management more inclusive, around the creation of a psychologically safe environment, and around the introduction of inclusive performance reviews.

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

## Develop your team's effectiveness and efficiency



### Training objectives

- ❖ Differentiating between effectiveness and efficiency
- ❖ Mastering GAFAMs' individual and collective efficiency levers
- ❖ Familiarising yourself with Amazon's efficiency practices, particularly in terms of team organisation, and know how to adapt them to your own organisation.

### Educational content

- 📌 **Module 1:** Boosting personal and team effectiveness (prioritisation, planning, etc.)
- 📌 **Module 2:** Fostering collective effectiveness through collaborative performance
- 📌 **Module 3:** Tapping into the team's different intelligences
- 📌 **Module 4:** Developing team efficiency: scaling up and maximising team resources

### Pedagogical methods

- ❖ Group **practical exercises:** categorising daily activities in order to prioritise them, writing a roadmap to adapt your internal processes and maximise the efficiency of your organisation, role-playing exercises (announcing an upcoming change...).

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

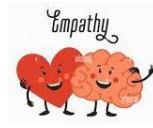
### Format, duration and rates

- ❖ **1-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)



## Empathetic management and emotional intelligence



### Training objectives

- ❖ Understanding the concept of empathy and its connections with emotional intelligence
  - ❖ Adopting an empathetic stance
    - ❖ Learning to distinguish between visible and hidden emotions
    - ❖ Identifying and regulating employees' emotions
    - ❖ Managing complex emotional situations
- ❖ Protecting yourself from falling into compassion and sympathy

### Educational content

- 🚦 **Module 1:** Emotional intelligence to motivate and engage employees
- 🚦 **Module 2:** Adopting empathic management: listening, communicating with benevolence and expressing emotional intelligence
- 🚦 **Module 3:** Creating a positive team dynamic based on empathy, respect and listening

### Pedagogical methods

- ❖ **Practical exercises:** illustrating emotional intelligence in real-life situations, structuring a discussion with an employee, working on implementing empathic communication in meetings, etc.
  - ❖ **Case studies:** giving feedback, dealing with a distressed employee
- ❖ **Creative thinking:** reflection on initiatives to develop empathy within the team

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

## Boost your team's intelligence: the key roles of collective, emotional and adaptive intelligence



### Training objectives

- ❖ Familiarising yourself with the different forms of intelligence within the team
- ❖ Understanding how these intelligences interact together to develop collaborative performance
  - ❖ Learning how to mobilise and develop them within your team
- ❖ Taking into account the diversity of the team, particularly at the cognitive level

### Educational content

- 🚦 **Module 1:** Improving teamwork through emotional intelligence
- 🚦 **Module 2:** Beyond collaboration: the fundamentals of collective intelligence
- 🚦 **Module 3:** Fields of action of adaptive intelligence, a pillar of collective intelligence
- 🚦 **Module 4:** Maximising the different intelligences of the team

### Pedagogical methods

- ❖ **Practical exercises:** diagnosis of the team's emotional quotient, team skills/motivation matrix, role-play to address the stress induced by change and to learn how to develop divergent thinking, role-play to manage a conflict in the team, drafting of an action plan to identify and enhance the intelligence of the various team members, etc.
- ❖ **Creative thinking:** initiatives aimed at developing team building in hybrid mode, as well as creative performance

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course (~7h)** - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
- ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94



## Spotting weak signals and preventing harassment in your team



### Training objectives

- ❖ Understanding the issues surrounding psychosocial risks
  - ❖ Identifying and anticipating risky situations
  - ❖ Learning to prevent and deal with risky situations
- ❖ Managing the mental health and QWL of your employees by providing them with the best possible support

### Educational content

- 🚦 **Module 1:** Psychosocial risk issues and risk factors in everyday life (Gollach Report...)
- 🚦 **Module 2:** Preventing risky situations: protecting others... and yourself!
- 🚦 **Module 3:** How to detect weak signals in a hybrid environment?
- 🚦 **Module 4:** Dealing with a case (processing, support strategy) to develop well-being for all

### Pedagogical methods

- ❖ **Practical exercises:** diagnosis of the team's risk level, practical exercise linked to the mental health of WFH employees, role-playing to conduct an interview with an employee in a situation of ill-being, monitoring to identify 3 initiatives to replicate in the company, etc.
- ❖ **Quiz:** understanding the issues and consequences of psychosocial risks, and to spot situations of harassment and weak signals linked to the mental and physical health of employees.
- ❖ **Creative thinking:** reflection on initiatives aimed at developing the prevention of psychosocial risks in the team and a culture of well-being.

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course** (~6h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

## Developing the team's collaborative performance



### Training objectives

- ❖ Mastering the different pillars of collaborative performance
- ❖ Implementing benevolent communication within the team
  - ❖ Maximising the team's different intelligences
- ❖ Building a common vision and frame of reference
  - ❖ Stimulating team creativity

### Educational content

- ✚ **Module 1:** The 8 levers of collaborative performance
- ✚ **Module 2:** Creating an inclusive and caring environment
- ✚ **Module 3:** Communication for an improved collaboration
- ✚ **Module 4:** A Leadership that engages all the team's intelligences

### Pedagogical methods

- ❖ **Practical exercises:** self-assessment of the team's collaborative performance, quiz to raise awareness of one's own cognitive biases, self-assessment of one's emotional intelligence, self-assessment of one's DISC style, defining and pitching the team's and the company's vision for the short and long term, etc.
- ❖ **Role-playing:** practising 1:1 active listening, better distribution of the floor in the team (e.g. extroverts/introverts), using the DESC method in the context of a team conflict, adapting your communication to the DISC style of your colleague, etc.
- ❖ **Creative thinking:** creating a psychologically safe environment, translating team norms into behaviours

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course (~7h)** - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94



## Managing your team's cognitive diversity



### Training objectives

- ❖ Familiarising yourself with the challenges of neurodiversity and neurodivergence in the workplace
- ❖ Understanding how cognitive diversity influences corporate behaviour (universal mechanisms and individual specificities)
  - ❖ Adapting your managerial approach to cognitive diversity and communicating in an inclusive manner
    - ❖ Implementing inclusive practices for all cognitive types to develop all employees
    - ❖ Using cognitive diversity to maximise creativity

### Educational content

- 🚦 **Module 1:** The challenges of cognitive diversity and neurodiversity in the workplace
- 🚦 **Module 2:** Communicating and interacting better with the DISC tool
- 🚦 **Module 3:** Welcoming difference in an inclusive way and facilitating professional development
- 🚦 **Module 4:** Using cognitive diversity to maximise team performance and creativity

### Pedagogical methods

- ❖ **Practical exercises:** quiz to better understand the challenges of neurodivergence in the workplace, self-assessment of your DISC style, quiz to identify the DISC style of well-known personalities, etc.
- ❖ **Role-playing:** interrupting a situation where an employee is acting according to their prejudices and cognitive biases, adapting one's communication using the DISC tool, role-playing to adapt one's posture to the employee's neurodiversity.
- ❖ **Creative thinking:** creating a psychologically safe environment, improving the inclusiveness of support and professional development processes for neurodivergent employees, using the team's different intelligences to develop creativity.

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course (~7h)** - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

## Supporting organizational transformation and change



### Training objectives

- ❖ Understanding the challenges of organisational change and transformation
  - ❖ Addressing resistance and fears in the face of change
    - ❖ Involving employees in change
  - ❖ Communicating change effectively and authentically
  - ❖ Encouraging employee resilience, flexibility and adaptability
- ❖ Sustaining practices that promote transformation within the team

### Educational content

- ✚ **Module 1:** The challenges of change and organisational transformation
- ✚ **Module 2:** Engaging employees and communicating on change
- ✚ **Module 3:** Developing employees' resilience and adaptive intelligence
- ✚ **Module 4:** Implementing a positive transformation culture

### Pedagogical methods

- ❖ **Practical exercises:** quiz on the impact of change in the company, self-assessment of team resilience, practice of stress management and letting go techniques, action plan for sustaining adaptive learning practices in the team.
- ❖ **Role-playing:** role-playing to communicate a change in priorities, role-playing to engage an employee who is resistant to change or has a strong emotional reaction.
- ❖ **Creative thinking:** involving employees more closely in organisational transformation, maximising employee resilience, experimentation and continuous learning within the team.

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
- ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94



## Develop your employees' commitment



### Training objectives

- ❖ Understanding the drivers of employee commitment
- ❖ Adopting managerial attitudes that stimulate employee commitment
- ❖ Putting in place practices to encourage commitment
- ❖ Dealing with employee disengagement

### Educational content

- ✚ **Module 1:** Drivers of employees' commitment and challenges for the company and the team
- ✚ **Module 2:** Adopting a posture conducive to employee commitment
- ✚ **Module 3:** Managerial practices for greater team commitment
- ✚ **Module 4:** Implementing engaging leadership

### Pedagogical methods

- ❖ **Practical exercises:** quiz to gain a better understanding of the challenges of engagement in the company, practical exercise based on real-life situations to give employees more autonomy, quiz based on real-life situations to spot weak signals of disengagement, drafting of an action plan to provide more support for the development of employees' skills, prioritisation and planning exercise, etc.
- ❖ **Role-playing exercises:** rewarding an employee following a successful project, conducting an interview to address disengagement, discussing career development aspirations with an employee, presenting a long-term vision for the team, etc.
- ❖ **Creative thinking:** better measure employee commitment over time, encourage diversity within the team, boost the meaning of work and day-to-day impact

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94



# Our talent development courses

## Increase your personal effectiveness on a daily basis



### Training objectives

- ❖ Managing your time better every day
- ❖ Knowing how to prioritise and plan daily tasks more effectively
- ❖ Understanding and mastering the dynamic between efficiency, life balance and well-being
  - ❖ Developing your WFH efficiency

### Educational content

- ✚ **Module 1:** Boosting organisational effectiveness through time management
- ✚ **Module 2:** Developing work efficiency through prioritisation and planning
- ✚ **Module 3:** Efficiency as a source of well-being
- ✚ **Module 4:** Boosting WFH efficiency

### Pedagogical methods

- ❖ **Practical exercises:** role-play exercises to learn how to say no using the DESC method, application of the 5-choice method to identify, prioritise and plan tasks with high added value, application of prioritisation mechanisms to work-life balance, exercise based on circles of control, influence and concern to practise letting go.
- ❖ **Creative thinking:** dealing better with the unexpected and combating distractions, improving the effectiveness of WFH communication and collaboration

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
- ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94





## 5 choices for an extraordinary productivity (by Franklin Covey ©)



### Training objectives

- ❖ Identifying your high added value activities
- ❖ Defining your key professional and personal roles
  - ❖ Prioritising and planning your activities
- ❖ Mastering technology and renewing energy

### Educational content

- ✚ **Module 1:** Choice 1 - Act on what's important, don't react to what's urgent
- ✚ **Module 2:** Choice 2- Choose the extraordinary rather than the ordinary
- ✚ **Module 3:** Choice 3- Plan for big rocks, don't sort gravel
- ✚ **Module 4:** Choice 4 - Master technology instead of letting it master you
- ✚ **Module 5:** Choice 5 - Renew your fire, don't burn up your energy

### Pedagogical methods

- ❖ **Pre-work:** analysis of each employee's individual level of efficiency
- ❖ **Practical exercises:** individual and group reflections on priorities, setting up an action plan to boost team effectiveness, working on the roles of each member of staff and how best to prioritise day-to-day activities.

### Validation of prior learning

- ❖ **Report after 5 weeks:** analysis of each employee's individual level of effectiveness after training

### Format, duration and rates

- ❖ **One-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1,550 excluding VAT** for in-company courses
- ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

## Thriving within a cross-functional organisation



### Training objectives

- ❖ Understanding the challenges and responsibilities generated by cross-functional teams and projects
- ❖ Adopting a cross-functional leadership posture and encouraging cooperation and innovation within the cross-functional team
  - ❖ Understanding the keys to success for cross-functional teams and adopting the right soft skills
    - ❖ Mobilising, motivating and empowering cross-functional teams
    - ❖ Mastering cross-functional communication

### Educational content

- ✚ **Module 1:** Fundamentals of cross-functional teams and projects
- ✚ **Module 2:** Collaborative performance and cooperation within cross-functional teams
- ✚ **Module 3:** Developing your ability to influence without hierarchical authority
- ✚ **Module 4:** Mobilising, motivating and empowering cross-functional teams
- ✚ **Module 5:** Cross-functional communication
- ✚ **Module 6:** Cross-functional leadership and informal authority

### Pedagogical methods

- ❖ **Practical exercises and role-playing:** self-positioning within the organisation, diagnosis of the team's psychological safety, exercise to deal with a problem within the team, and to formalise the team's standards. Role-play to practise active listening in the event of a performance problem within the team, role-play to address a loss of motivation and practise the DESC method.
  - Pitch of the cross-functional team's long-term objective
- ❖ **Creative thinking:** creative thinking to improve the rules of the game and the way the team operates, to boost the collaborative performance of the cross-functional team, and to develop meaning and creativity within the cross-functional team.

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **2-day course** (~14h)
  - ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
    - ❖ **€2900 excluding VAT** for in-company courses
    - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94



## Developing creative thinking



### Training objectives

- ❖ Getting a better understanding of the six stages of the creative process, and the levers for stimulating it
  - ❖ Building creative confidence
  - ❖ Learning methods for developing creative thinking (mind maps, Bono hats, etc.)
    - ❖ Producing new ideas and knowing how to analyse them
  - ❖ Driving business innovation by applying creative thinking to a business project

### Educational content

- ✚ **Module 1:** The fundamentals of creative thinking
- ✚ **Module 2:** How does creative thinking work?
- ✚ **Module 3:** Creativity for business innovation: putting creative thinking into practice

### Pedagogical methods

- ❖ **Group work:** exercise to practise divergent thinking methods with a concrete case study (e.g. vision of the company in 2030), practical case study based on a concrete company project (CSR, business, etc.) to apply the entire creative process.
  - ❖ **Creative thinking:** developing creativity at work

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **½ day training** (~3h)
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
- ❖ **€800 excl. tax** for in-company courses

[Back to summary](#)

## Developing analytical thinking and adopting a data-driven approach



### Training objectives

- ❖ Understanding and applying the various stages of the analytical process
- ❖ Mastering analytical methods useful for problem solving (the 5 whys...)
  - ❖ Being able to collect and use data to make informed decisions
- ❖ Analysing and communicating data as part of an analytical approach
- ❖ Demonstrating critical thinking in assessing and interpreting results

### Educational content

- 📌 **Module 1:** The fundamentals of the analytical process
- 📌 **Module 2:** Making data-driven decisions
- 📌 **Module 3:** Applying analytical thinking to improve business performance

### Pedagogical methods

- ❖ **Group work:** self-assessment based on the soft skills essential to analytical thinking, practical exercise to outline a problem or situation to be analysed using the 5 Whys method, practical application of the 4 stages of the analytical process based on a concrete case and using data, exercise to find evidence to ensure that the proposed solution meets the given problem (based on a concrete case).
- ❖ **Creative thinking:** taking better account of data in individual and team decision-making, developing critical thinking skills on a day-to-day basis, implementing iterative analysis processes on a daily basis.

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **½ day training (~3h)**
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
- ❖ **€800 excluding VAT** for in-company courses

[Back to summary](#)

## Developing your critical thinking



### Training objectives

- ❖ Understanding the principles of critical thinking
- ❖ Being able to develop both analytical and creative thinking skills
- ❖ Applying critical thinking to the decision-making process
- ❖ Demonstrating curiosity by keeping abreast of sectoral and competitive trends

### Educational content

- 📌 **Module 1:** The challenges of critical thinking in everyday life
- 📌 **Module 2:** Analysing, evaluating, reasoning and arguing
- 📌 **Module 3:** Applying critical thinking to the decision-making process

### Pedagogical methods

- ❖ **Group work:** self-assessment of your critical thinking, exercise in constructing a critical judgement and making an objection to a problem using the analytical process (with the 5 whys method), practical exercise in decentring yourself from a problem and thinking in solution mode using creative thinking, exercise in developing your curiosity through sector or competitive intelligence, etc.
- ❖ **Quiz:** identify errors in reasoning using the principles of deductive and inductive logical reasoning, raise awareness of the main cognitive biases through practical examples.
- ❖ **Creative thinking:** stimulating curiosity in everyday business life

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **½ day training (~3h)**
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€800 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

## Social influencing and trust: building positive working relationships



### Training objectives

- ❖ Understanding the behaviours that foster trust and the different techniques that can be used to build trust
  - ❖ Adopting a posture of active listening, open questioning and respect for others' differences
    - ❖ Giving inclusive feedback and sharing an opinion in a caring way
    - ❖ Expressing yourself assertively and recognising your mistakes
  - ❖ Influencing teams and staff with different opinions in a cross-functional organisation

### Educational content

- ✚ **Module 1:** The power of trust to maximise relationship effectiveness
- ✚ **Module 2:** The pillars of positive relationships at work
- ✚ **Module 3:** Transparent, assertive and caring communication
- ✚ **Module 4:** Influencing in cross-functional organisations

### Pedagogical methods

- ❖ **Practical exercises:** self-assessment of your ability to build and inspire confidence. Practical exercise to develop confidence when a new member of staff joins the team, self-assessment of your DISC style and strategy for adapting your communication to suit the DISC style of the person you are talking to, drafting a strategy for aligning with another team with a different opinion on a project to achieve a common goal.
- ❖ **Role-plays:** practising active listening and open questioning with a team member in difficulty, giving constructive feedback following a mistake made on a project, expressing disagreement with the DESC method, recognising an error of judgement made, etc.
- ❖ **Creative thinking:** communicating transparently about a forthcoming change to a project

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **One-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

## Curiosity and continuous learning



### Training objectives

- ❖ Being able to stimulate your creativity on a daily basis
- ❖ Overcoming the psychological barriers that can hinder curiosity
  - ❖ Mastering the different forms of lifelong learning
- ❖ Understanding how curiosity and learning are a source of innovation and performance
  - ❖ Developing a culture of curiosity and learning

### Educational content

- ✚ **Module 1:** Cultivating curiosity in everyday life
- ✚ **Module 2:** Life-long learning strategies
- ✚ **Module 3:** Turning curiosity and learning into a competitive advantage

### Pedagogical methods

- ❖ **Group work:** monitoring exercise (sector-specific and unrelated to the company's sector), role-playing to plan and integrate learning into everyday life, drawing up a personalised, measurable learning plan based on learning objectives and areas of interest.
- ❖ **Quiz:** understanding the links between curiosity, motivation, commitment, innovation and growth
  - ❖ **Creative thinking:** how to show curiosity in the face of unexpected change

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ ½ day training (~3h)
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€800 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

## Motivation and self-awareness



### Training objectives

- ❖ Understanding the different types of motivation
- ❖ Learning about the importance of self-awareness at personal and professional levels
- ❖ Clarifying your own values, passions, interests and aspirations to boost motivation
  - ❖ Being able to question and overcome your own doubts
  - ❖ Practising active listening and benevolent communication
- ❖ Taking self-awareness into account in difficult interactions and conflicts
- ❖ Understanding self-awareness as a lever for professional and personal development

### Educational content

- ✚ **Module 1:** Understanding the foundations of motivation and self-awareness
- ✚ **Module 2:** Cultivating intrinsic motivation and boosting self-confidence
- ✚ **Module 3:** Using self-awareness to build positive relationships and develop your career

### Pedagogical methods

- ❖ **Group work:** self-assessment of your level of motivation and self-awareness, drafting of your values, aspirations and professional interests and translation into an action plan with SMART objectives, identification of an initiative to develop to make self-awareness a lever for development.
- ❖ **Case study:** dealing with a disagreement in a project management context using active listening and the DESC method
  - ❖ **Creative thinking:** interrupting self-doubt to develop self-confidence

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **½ day training (~3h)**
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€800 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94





## Resilience, flexibility and adaptability



### Training objectives

- ❖ Mastering the different components of professional resilience and the strategies for strengthening it
- ❖ Knowing how to call on your adaptive mental mode for greater adaptability in the face of change
  - ❖ Learning to let go in the face of change and uncertainty
  - ❖ Being able to manage changing priorities and lack of resources

### Educational content

- ✚ **Module 1:** Developing professional resilience
- ✚ **Module 2:** Cultivating flexibility and adaptability
- ✚ **Module 3:** Coping with change by letting go
- ✚ **Module 4:** Thriving in an ambiguous and uncertain environment

### Pedagogical methods

- ❖ **Group work:** self-assessment of your ability to demonstrate resilience, completion of a book of successes, practical exercise to adapt your priorities to a change of direction in the team using the Eisenhower matrix, self-assessment of your level of stress in the face of change, completion of the circles of control, influence and concerns to practise letting go, drafting of an action plan to develop your energy on a daily basis, etc.
- ❖ **Case studies:** dealing with a strong disagreement with a colleague on a joint project by adjusting your communication, adapting the organisation of a project to a neurodivergent person, etc.
- ❖ **Creative thinking:** how to strengthen individual and collective flexibility, how to develop the flexibility of internal team or company processes

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **One-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94

## Developing your long-term well-being



### Training objectives

- ❖ Understanding the mechanisms of stress and interrupting them
- ❖ Implementing sustainable anti-stress strategies to improve your life balance and reduce your mental workload
  - ❖ Developing agility and assertiveness in everyday life
  - ❖ Adopting mechanisms for stepping back and letting go
- ❖ Taking a step back and letting go of some of the unexpected events of everyday life

### Educational content

- ✚ **Module 1:** Stress mechanisms and positive, constructive transformation through stress
- ✚ **Module 2:** How about letting go?
- ✚ **Module 3:** Methods for achieving sustainable well-being on a daily basis

### Pedagogical methods

- ❖ **Practical exercises:** developing corrective thinking using Beck's columns, self-assessment of your need for control, identifying your circle of control using Stephen Covey's circle of influence, starting a success diary, reflecting on your personal injunctions, exercise in prioritising tasks with the highest added value, exercise in taking a step back, relaxation exercise (visualisation or breathing), etc.
  - ❖ **Role-play:** communicating your needs to your manager and team members
  - ❖ **Quiz:** discovering the challenges and impact of stress
- ❖ **Creative thinking:** brainstorming to reduce collective stress and lighten the daily mental load

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course** (~6h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

## Addressing anxiety to improve your mental health



### Training objectives

- ❖ Understanding anxiety disorders and phobias
- ❖ Learning to recognise the symptoms of anxiety disorders
- ❖ Implementing methods to adapt your cognitive patterns to improve your well-being
  - ❖ Adopting assertiveness-building methods

### Educational content

- ✚ **Module 1:** Understanding anxiety disorders, phobias and panic attacks
- ✚ **Module 2:** Recognising and identifying anxiety disorders
- ✚ **Module 3:** Adapting cognitive patterns for greater well-being
- ✚ **Module 4:** Developing assertiveness in the workplace

### Pedagogical methods

- ❖ **Practical exercises:** developing corrective thinking using Beck's columns, starting a success book, relaxation exercises (visualisation or breathing), role-playing to express a negative emotion to a colleague and to make a request to your manager, role-playing to deal with unjustified criticism, action plan to boost your well-being, etc.
- ❖ **Quiz:** recognising and dissociating anxiety disorder, phobia, panic, stress and post-traumatic stress disorder
  - ❖ **Creative thinking:** reducing anxiety in the workplace

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ ½ day training (~3h)
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€800 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

## Developing your emotional quotient



### Training objectives

- ❖ Understanding the link between emotions and behaviour
- ❖ Knowing how to distance yourself and regulate negative emotions
  - ❖ Developing empathy and communicating authentically
  - ❖ Using emotional intelligence to boost performance

### Educational content

- 🚦 **Module 1:** Introduction to emotional quotient and how emotions work
- 🚦 **Module 2:** Putting emotional intelligence at the heart of human relations
- 🚦 **Module 3:** Boost your emotional quotient to boost your performance

### Pedagogical methods

- ❖ **Practical exercises:** self-assessment of emotional quotient, analysis of non-verbal language to identify hidden emotions during a discussion, creation of a success book, use of Beck's columns to adopt positive thinking, relativisation exercise, writing of personal objectives, etc.
- ❖ **Role-play:** practising active listening with an employee close to psychological collapse, expressing one's needs to one's manager and team-mates.
  - ❖ **Quiz:** recognising primary, secondary and background emotions
- ❖ **Creative thinking:** reflection on initiatives aimed at developing emotional intelligence and promoting a culture based on empathy and authenticity.

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course** (~6h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

## Boosting confidence and assertiveness



### Training objectives

- ❖ Understanding levers of self-confidence and boosting your own confidence
  - ❖ Becoming aware of your resources
  - ❖ Learning to develop relationships based on trust
- ❖ Knowing how to assert yourself without being aggressive and learning how to deal with disagreements
  - ❖ Learning to identify your emotions and express your needs

### Educational content

- 🚦 **Module 1:** The fundamentals of assertiveness
- 🚦 **Module 2:** Boosting self-confidence as a lever for day-to-day performance and wellbeing
- 🚦 **Module 3:** Developing healthy and lasting relationships based on trust

### Pedagogical methods

- ❖ **Practical exercises:** self-assessment of your level of self-confidence, identifying your resources, starting a success book, analysing your self-confidence in a professional context, exercise to identify your emotions when faced with a stressful situation..
- ❖ **Role-playing:** learning to say no using the DESC method, role-playing to express a need to your manager, role-playing to communicate in a conflictual situation, etc.
- ❖ **Creative thinking:** reinforcing psychological safety within the team

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course** (~6h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94



## I am remarkable: boosting your career and networking



### Training objectives

- ❖ Mastering the different stages in developing a strong personal brand
  - ❖ Identifying your strengths, values and skills
  - ❖ Clarifying your professional objectives
  - ❖ Learning how to pitch yourself effectively
- ❖ Implementing an appropriate LinkedIn communication and networking strategy

### Educational content

- ✚ **Module 1:** Developing a unique and differentiating personal brand
- ✚ **Module 2:** Self-promotion through an effective pitch
- ✚ **Module 3:** Boosting your career and agile networking

### Pedagogical methods

- ❖ **Practical exercises:** completing your personal SWOT matrix to identify your strengths and opportunities, reflecting on your values and career aspirations, reviewing your LinkedIn profile and auditing your own online presence.
  - ❖ **Role-play:** individual pitch to a manager or at a networking event

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ ½ day training (~3h)
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€800 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

## Caring communication and collaboration in an uncertain environment



### Training objectives

- ❖ Understanding how to strengthen your professional resilience
- ❖ Using the DISC tool to adapt your communication to your interlocutor's needs
  - ❖ Adopting the DESC method for calm communication
  - ❖ Mastering the levers of collaborative performance
  - ❖ Maintaining a psychologically safe environment

### Educational content

- ✚ **Module 1:** Developing professional resilience
- ✚ **Module 2:** Using DISC® to implement caring communication adapted to others
- ✚ **Module 3:** Boosting collaborative team performance
- ✚ **Module 4:** Promoting well-being in everyday life

### Pedagogical methods

- ❖ **Practical exercises:** self-assessment of your DISC style, strategy for adapting your communication to the DISC style of the person you are talking to, quiz to better understand the influence of stress on individuals, practical exercise in letting go based on the circles of control, influence and concern.
- ❖ **Role-plays:** addressing a disagreement about the management of a project, using the DESC method to resolve a conflict in a team meeting, listening to and advising a team member in distress, etc.
- ❖ **Creative thinking:** developing adaptability in the face of organisational change, maximising psychological safety within the team, better addressing stress at work

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94

## Developing your adaptive intelligence... by boosting your adaptive mental mode



### Training objectives

- ❖ Understanding the mechanisms that enable you to activate your adaptive mental mode
- ❖ Mobilising your adaptive intelligence to deal with complex, new or difficult situations
- ❖ Reducing stress in the face of change and learning to let go in the face of the unknown
  - ❖ Adopting best practices to develop your creativity and adaptability

### Educational content

- 🛠 **Module 1:** How does our brain manage change?
- 🛠 **Module 2:** Mobilising your adaptive intelligence to deal with stress and your fear of change
- 🛠 **Module 3:** Developing creativity and agility in everyday life

### Pedagogical methods

- ❖ **Practical exercises:** work on your values and anti-values, practical exercise to put things into perspective, learning by doing exercise, use of Stephen Covey's circle of influence, practical exercise to develop divergent thinking, practical exercise to work on your ingenuity, relaxation exercise, etc.
  - ❖ **Quiz:** discovering the main keys to how the human brain works
- ❖ **Creative thinking:** reflection to develop curiosity, and to connect more closely with the present moment and the field of possibilities.

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course (~7h)** - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)



## Well-being and performance in hybrid work



### Training objectives

- ❖ Understanding the issues, responsibilities and legal framework associated with hybrid working
- ❖ Knowing how to communicate and collaborate effectively in WFH (synchronous and asynchronous modes)
  - ❖ Being able to organise and manage your time when WFH
  - ❖ Adopting a posture to avoid putting yourself at risk with regard to psychosocial risks
- ❖ Knowing how to prioritise and plan activities in a hybrid environment, and establish a sustainable life balance
  - ❖ Understanding the challenges of the right to disconnect and putting it into practice

### Educational content

- ✚ **Module 1:** Fundamentals and challenges of WFH and hybrid working
- ✚ **Module 2:** Reinventing your posture and practices for better collaboration and communication in a hybrid environment
- ✚ **Module 3:** Developing your effectiveness, well-being and career through WFH and hybrid working
- ✚ **Module 4:** Focus on the right to disconnect

### Pedagogical methods

- ❖ **Practical exercises:** role-playing to address a misunderstanding linked to asynchronous communication, exercise in prioritising high added-value tasks, exercise in letting go using circles of control, influence and concern, etc.
- ❖ **Quiz:** to find out about the phenomenon of infobesity and the responsibilities associated with WFH
- ❖ **Creative thinking:** better prevention of musculoskeletal disorders and, more generally, psychosocial risks in the workplace, applying the right to disconnect during periods of high activity

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94



## Lightening your professional mental workload



### Training objectives

- ❖ Understanding the mechanisms of mental workload
- ❖ Analysing your own mental workload (environmental and personal factors) and identify potential overload
  - ❖ Being able to identify and deal with stress on a daily basis
  - ❖ Knowing how to implement methods for prioritising, letting go and calming down

### Educational content

- ✚ **Module 1:** Defining the 3 components and mechanisms of mental workload at work
- ✚ **Module 2:** Analysing your mental workload and identifying imbalances
- ✚ **Module 3:** Reviewing your organisation and prioritisation to regulate your mental workload
- ✚ **Module 4:** Addressing stress and letting go to lighten your mental load

### Pedagogical methods

- ❖ **Practical exercises:** auditing your own mental workload by distinguishing the responsibility of your environment from your own, identifying your highest added value tasks and the associated prioritisation and planning exercise, action plan for adopting an organisational method (Pomodoro, One minute rule...), exercise in letting go using the circles of control, influence and concerns, practising mindfulness meditation or cardiac coherence, etc.
- ❖ **Case studies:** learning to say no using the DESC method, dealing with a stressful situation in the workplace
- ❖ **Quizzes:** to become aware of the dynamics and influence of mental workload in everyday life, to identify imbalances based on everyday situations, to understand the influence of stress in everyday life.
- ❖ **Creative thinking:** identifying cognitive or mental overload more effectively and adopt an optimal level of concentration in WFH

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ **1-day course** (~7h) - can be split into two half-days
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1450 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

## Inclusion track: sustaining an inclusive culture and practices within the company



### Training objectives

- ❖ Gaining a better understanding of the challenges surrounding diversity, inclusion and discrimination in the workplace
  - ❖ Adopting an open and empathetic posture and practising active listening and inclusive feedback
    - ❖ Being an ally for diversity in the workplace
    - ❖ Contributing to a psychologically safe environment
  - ❖ Understanding violence in the workplace and learning how to prevent it

### Educational content

- 🚦 **Module 1:** Introduction to diversity and inclusion challenges
- 🚦 **Module 2:** Developing an inclusive approach to break down bias and inequality
- 🚦 **Module 3:** Sustaining inclusive practices and stopping violence in the workplace

### Pedagogical methods

- ❖ **Practical exercises** completing the vicious circle of discrimination for one of the diversity criteria, self-assessment of your own biases, translating company values into soft skills, etc.
- ❖ **Role-plays:** adopting an inclusive posture during an interview with a disabled candidate, giving inclusive feedback to an employee as part of project management, interrupting a sexist act that you witness in the workplace, etc.
- ❖ **Creative thinking:** strengthening the role of allies within the company, making internal processes more inclusive, perpetuating a psychologically safe environment within the team
- ❖ **Quiz:** raising awareness of diversity, inclusion and discrimination issues in France

### Validation of prior learning

- ❖ **Online assessment:** 15-minute questionnaire on the main concepts conveyed

### Format, duration and rates

- ❖ ½ day training (~3h)
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€800 excl. tax** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)

[Back to summary](#)

# Our individual and group workshops

## MBTI® team workshop



### Training objectives

- ❖ Getting to know yourself better and better understand your behaviour in the workplace
- ❖ Understanding your peers better in order to reduce conflict and develop complementary skills within the team

### Educational content

- ✚ **Module 1:** Introduction to the MBTI® model
- ✚ **Module 2:** Exploring the 4 preference pairs and validating your MBTI® type
- ✚ **Module 3:** Group activities to understand the impact of preferences on conflict management, communication, etc., in order to boost complementarity within the team

### Pedagogical methods

#### ❖ **Group work :**

Practical exercise associated with each preference

Group exercises based on preferences to work on communication, innovation and conflict management in teams

### Format, duration and rates

- ❖ **1-day training (~7h)**
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
- ❖ **€1800 excluding VAT** for in-company courses
- ❖ **Additional cost of MBTI® questionnaires**

[Back to summary](#)

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94



## DISC® team workshop



### Training objectives

- ❖ Better understanding yourself and your behaviour in the workplace
- ❖ Better understanding your peers to improve team communication and developing more effective working relationships

### Educational content

- 🚧 **Module 1:** Understanding yourself better with the DISC® tool
- 🚧 **Module 2:** Understanding others better and developing more effective working relationships
- 🚧 **Module 3:** Improving your personal effectiveness with DISC®

### Pedagogical methods

- ❖ **Practical exercises:** exercises designed to help you understand your own style and how it interacts with other styles, group work to improve communication's effectiveness and conflicts' management between styles.

### Validation of prior learning

- ❖ **Final questionnaire:** 15-minute quiz on the main concepts

### Format, duration and rates

- ❖ **1-day training (~7h)**
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€1800 excluding VAT** for in-company courses
  - ❖ **Additional cost of DISC® questionnaires**

[Back to summary](#)

## Developing Women Leadership workshop



### Training objectives

- ❖ Increasing self-awareness
- ❖ Learning to promote yourself and develop professionally
- ❖ Being an ally for your female colleagues

### Educational content

- ✚ **Module 1:** Developing self-knowledge with Jung's theory and the 16 personalities [*the online test can be replaced by the official MBTI® questionnaire on request*]
- ✚ **Module 2:** Reviewing your professional career, competencies and main achievements
- ✚ **Module 3:** Useful tools to boost your professional development
- ✚ **Module 4:** Coaching activities to boost your Women Leadership (4 activities)
- ✚ **Module 5:** Practical exercise to build a short-term, medium and long-term career plan

### Pedagogical methods

- ❖ **Individual and group work:**

Reflection on employees' current skills, knowledge and aspirations with the creation of a personal SWOT and a success book  
 Individual pitch & writing of a networking strategy  
 Drawing up a short-term, medium and long-term career plan

### Format, duration and rates

- ❖ **2-day course** (~14h)
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
  - ❖ **€2900 excluding VAT** for in-company courses
  - ❖ **Can be shared** with other companies (rates on request)
- ❖ **Additional cost** of MBTI® questionnaires if the official questionnaire is used

[Back to summary](#)


## Experiences' sharing workshop for disabled employees




### Training objectives

- ❖ Giving employees with disabilities the opportunity to express themselves in a non-mixed environment
  - ❖ Promoting the professional development and well-being of disabled workers
- ❖ Communicating more effectively about your disability/valuing yourself/eliminating guilt
  - ❖ Sharing best practice between disabled employees

### Educational content

 **Workshop #1:** Communicating about your disability to improve your professional life

*Topics covered: talking about your disability, daring to ask for adjustments of your workstation, dealing with the way other people look at you, developing a solid relationship with your manager, educating colleagues about disability, etc.*

 **Workshop #2:** Overcoming the guilt associated with disability

*Topics covered: addressing guilt in terms of presence and performance at work, but also discomfort with disability and the relationship between disability and self-esteem, embracing our uniqueness, managing emotions related to disability, identifying and transforming negative thoughts, focusing on what you can control...*

**Workshop #3:** Showcasing your talent

*Topics covered: limiting beliefs, disability-related biases and stereotypes, self-confidence, self-promotion and self-awareness, career development and identifying your own talents, realising your value as a colleague, etc.*

### Pedagogical methods

- ❖ **Group discussions**
- ❖ **Best practices' sharing**

### Format, duration and rates

- ❖ **Workshops of 2 hours each**
- ❖ Face-to-face or remote learning **workshop for 5 to 15 people**
- ❖ **€850 excl. tax** for in-company courses

[Back to summary](#)

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94



## Other services

### Conferences on diversity and inclusion



## Diversity & Inclusion Conferences

|   |   |
|---|---|
| <p><b>RAISING AWARENESS OF DISABILITIES</b><br/>Presentation of the various types of disabilities and their related stereotypes (with data to invalidate them). Best practices sharing to reinforce an inclusive culture and become an ally for disability in the workplace</p> | <p><b>THINK DIFFERENT: EMBRACING NEURODIVERSITY AT WORK</b><br/>Presentation of different types of neurodiversity (HP, DYS, TDAH, autism...), the benefits of cognitive diversity and how to maximize neurodivergent employees' performance and wellbeing</p> |
| <p><b>COMBATING SGBV</b><br/>Raising awareness of SGBV in the workplace, detailing the different methods of primary, secondary and tertiary prevention, and how to react to workplace violence as potential victim and witness.</p>   | <p><b>UNDERSTANDING ACCESSIBILITY CHALLENGES</b><br/>Presentation of various types of accessibility (digital, cognitive, physical...) and their legal framework. Best practices to facilitate accessibility in the workplace</p>                              |
| <p><b>NAVIGATING THE GENDER LANDSCAPE IN THE WORKPLACE</b><br/>Analysis of how gender codes lead to gender stereotypes and microaggressions, and presentation of best practices to prevent inequalities and sexism in the workplace</p>   | <p><b>BRIDGING THE GENERATION GAP: UNLEASHING TEAM POTENTIAL</b><br/>Getting a better understanding of the different generations in the workplace, interrupting intergenerational stereotypes while improving communication and collaboration</p>             |
| <p><b>CULTURAL INTELLIGENCE IN PROJECT MANAGEMENT</b><br/>Discovering the various dimensions of cultural diversity and adopting an efficient communication in a multicultural environment, with a focus on project management and team spirit</p>                               | <p><b>BEING AN ALLY FOR DIVERSITY</b><br/>Presentation of allyship in the workplace, and how to become an ally. Best practices sharing to reinforce an inclusive work culture and to promote a psychologically safe workplace</p>                             |

👉 We also organise conferences on well-being at work, personal effectiveness, the right to disconnect, creativity, understanding the needs of the new generation, communicating with benevolence...



**Contact details:**  
Chloé Sady: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / +33 (6) 61 94 38 94

**Pricing:** €600 per conference, including a summary document in PDF format.

➔ **€750 for a tailor-made conference on diversity issues**

[Back to summary](#)

Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94

  
Boost my Talents



## Disability conferences



### Disability Awareness Conferences

|   |  |
|---|--|
| <p style="text-align: center; margin: 0;"><b>DISABILITY AWARENESS</b></p> <p style="font-size: 0.8em; margin: 0;">Presentation of stereotypes associated with disability and the complexity of disability. Best practices sharing to reinforce an inclusive culture and become an ally for disability in the workplace.</p>   | <p style="text-align: center; margin: 0;"><b>DISCOVERING AN INVISIBLE DISABILITY: FOCUS ON NEURODIVERSITY</b></p> <p style="font-size: 0.8em; margin: 0;">Presentation of different cognitive diversities (HPI, DYS, ADD, autism...) and how to address them on a daily basis in the company (in meetings...) to demonstrate inclusiveness</p>                                     |
| <p style="text-align: center; margin: 0;"><b>I AM NOT MY DISABILITY</b></p> <p style="font-size: 0.8em; margin: 0;">Presentation of the links between identity and diversity, deconstruction of prejudices associated with disability, focus on the autonomy and emancipation of people with disabilities, and on their active participation in society and in the workplace.</p> | <p style="text-align: center; margin: 0;"><b>INCLUSIVE COMMUNICATION</b></p> <p style="font-size: 0.8em; margin: 0;">Introduction to the diversity of preferences in terms of communication using the DISC tool, presentation of the key role of non-verbal communication (gestures, distance, and more), and focus on inclusive language, accessibility and active listening.</p> |
| <p style="text-align: center; margin: 0;"><b>TOWARDS UNIVERSAL ACCESSIBILITY: PROMOTING DIGITAL ACCESSIBILITY</b></p> <p style="font-size: 0.8em; margin: 0;">Presentation of digital accessibility and its role in the inclusion of people with disabilities, presentation of existing standards, current obstacles and best practices to implement.</p>                         | <p style="text-align: center; margin: 0;"><b>SUPPORTING THE RETURN TO WORK</b></p> <p style="font-size: 0.8em; margin: 0;">Presentation of the challenges involved in returning to work after a long-term sick leave, raising awareness of the challenges in terms of communication, support, adopting an appropriate posture and potential adjustments to the workstation.</p>    |
| <p style="text-align: center; margin: 0;"><b>DISABILITY AND WELL-BEING IN THE WORKPLACE</b></p> <p style="font-size: 0.8em; margin: 0;">Presentation of the importance of mental health for people with disabilities and best practices sharing to develop their well-being in the workplace (with a focus on PSR and disability prevention).</p>                                 | <p style="text-align: center; margin: 0;"><b>BEING AN ALLY FOR DISABILITY IN THE WORKPLACE</b></p> <p style="font-size: 0.8em; margin: 0;">Definition of the ally concept, main missions of disability allies and best practices to promote the employment and professional development of employees with disabilities.</p>  |

 We also organise conferences on the fight against SGBV, the introduction of an inclusive culture, the evolution of gender codes in the workplace, etc.



**Contact details:**  
Chloé Sady: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / +33 (6) 61 94 38 94

**Pricing:** €600 per conference, including a summary document in PDF format.

➔ **€750 for a tailor-made conference on disability**

[Back to summary](#)

## The Diversity Fresco



**The Diversity Fresco is an experiential and collaborative awareness-raising tool that effectively raises awareness and questions about the issues of discrimination and inclusion within organisations.**

Inspired by the pedagogy of the Climate Fresco, the Diversity Fresco is a collective intelligence workshop designed to raise awareness of the cognitive mechanisms at work when it comes to discrimination, to discover approaches aimed at reducing it, to debate their scope and limits, while acquiring a common vocabulary to engage in constructive dialogue and bring about a more inclusive and peaceful society.

- ❖ Professional workshop facilitator
- ❖ 8 people per workshop
- ❖ 3 hours
- ❖ Face-to-face learning
- ❖ 42 notion flash cards

**Price:** €1,500 per workshop (maximum 8 people) / €2,500 for 2 simultaneous workshops (maximum 16 people)

## The Sexism Fresco



**A fun, collaborative experience designed to deconstruct the sexist system with the aim of contributing to a more egalitarian society. How do we do it? By teaching innovative solutions and taking action to tackle sexism.**

This workshop uses maps to help you understand the workings of the current sexist system.

Using a synthetic approach and a collaborative process, a team of 4 to 8 people follows the following 3 phases of the workshop:

### PROCEDURE :

- ❖ 15mn ice-breaker, genesis and history of the workshop
- ❖ 1h15 connecting the components of the sexist system
- ❖ 20mn on expressing emotions and reactions to the fresco
- ❖ 1h10 of creativity and reflection on possible everyday actions

**Price:** €1,500 per workshop (maximum 8 people) / €2,500 for 2 simultaneous workshops (maximum 16 people)

[Back to summary](#)

# BMIT

## Boost my Talents



### Do you want to establish and maintain an inclusive culture and practices?

Boost my Talents also provides diversity and inclusion consulting services, using a multidimensional and intersectional approach for greater effectiveness (audit of practices, transformation and action plans in various areas: corporate culture, leadership, management, HR processes, working environment, communication, etc.).

**Boost my Talents can also help you obtain AFNOR certification for Diversity and Professional Equality.**



### Would you like to help your employees develop and fulfil their professional potential?

Boost my Talents offers individual coaching solutions for companies, via various programmes that have been created to complement our training missions:

**HARMONY** path: for employees who are stressed, burnt out or having difficulty prioritising...

**INCLUSION** path: for employees who have difficulty integrating into the team or with disabilities

**CAREER BOOST** pathway: for employees who want to boost their professional career and review their career plan

**GROW AS A WOMAN** path: for female employees who want to develop and grow professionally within the company

**MEANINGFUL ASSESSMENT**© path: for employees suffering from a loss of motivation and/or meaning

# BMIT

## Boost my Talents

All our offers are available on our website:

[www.boostmytalents.fr](http://www.boostmytalents.fr)

For further information, please contact us:

@ : [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T : +33 6 61 94 38 94

Follow us on :



Boost my Talents - [www.boostmytalents.fr](http://www.boostmytalents.fr)

Contact: Chloé Sady @: [chloe.sady@boostmytalents.fr](mailto:chloe.sady@boostmytalents.fr) / T: +33 (0)6 61 94 38 94

