



ECAR ENGINEERING CENTRE

Modular training program «Engineering Center Management School»

Catalogue of module «KNOWLEDGE MANAGEMENT»

Training list:

- Practical aspects of creation and using of knowledge management system and skills and competencies matrix (1 day training)
- Practical advice on the creation and implementation of a video training system (as a part of company a knowledge management system) (1 day training)

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JSC ENGINEERING CENTER ECAR

Seminar program:

**"Practical aspects of creation and using of knowledge management system
and skills and competencies matrix"**

MOSCOW



JSC ENGINEERING CENTER ECAR

" Practical aspects of creation and using of knowledge management system and skills and competencies matrix "

1. SEMINAR PURPOSE:

- ✓ To acquaint participants with the skill matrix and training system used in JSC "Engineering Center ECAR";
- ✓ To tell about the unique practical experience of the formation and implementation of the training system for the engineering center employees, regular support and updating of the matrix of skills and competencies of the company's staff.

2. TARGET AUDIENCE:

The seminar is meant for managers and specialists of departments for the production system development involved in operational efficiency improvement projects; for managers and specialists of design bureaus, design and engineering departments of various mechanical engineering companies, as well as for managers and specialists of HR management departments of companies of various industries.

3. SEMINAR CHARACTERISTICS:

- ✓ The seminar duration – 8 acad. hours (1 day);
- ✓ Seminar timing – from 10.00 to 17.15;
- ✓ Breaks: two coffee breaks and lunch.

4. SEMINAR DESCRIPTION:

- ✓ The seminar will discuss methods, processes, and tools of knowledge management system and creation of the matrix of skills and competencies;
- ✓ During the seminar, built on the principle "from theory to practice", attendees will consider many examples that allow them to apply their knowledge in practice successfully.

5. CRITERIA FOR SUCCESSFUL SEMINAR COMPLETION:

- ✓ Basic knowledge in project and HR management;
- ✓ Compliance with the timing, rules of participation in the seminar;
- ✓ Initiative behavior of attendees;
- ✓ An open form of discussion of issues under consideration.

6. SEMINAR OUTPUT:

Attendees will gain theoretical knowledge about the principles of forming and using the knowledge management system, the matrix of skills and competencies. Participants will acquire skills of practical work with these tools.

7. SEMINAR CONDITIONS:

- ✓ The possibility of conducting classes using teaching aids (computer or laptop, projector, screen, blackboard, etc.);
- ✓ The ability to work under normal lighting conditions and in ventilated classrooms;
- ✓ The ability to freely use sanitary facilities and break areas;
- ✓ The seminar can be held both face-to-face and online.

Handout materials issued to attendees:

- ✓ Seminar training program;
- ✓ Seminar handout material (for educational purposes).



8. SEMINAR SCHEDULE:

Topic No.	Topic name	Time, hour
1	Registration of attendees. Presentation of the lecturer. Information about JSC ECAR, the company's goals in the field of training. The rules of the seminar.	09.30–10.00
2	The process of recruiting and hiring employees. The system of mentoring and adaptation of new employees. Training plans, control tasks, and evaluation methods.	10.00–11.30
Break (coffee break)		11.30–11.45
3	The process of competence management, the use of skill matrices on projects and in a company as a whole. Frequency of competence assessment, levels of competencies, training planning table. Practical task on working with the competence matrix.	11.45–13.15
Break (lunch)		13.15–14.00
4	KDB (Knowledge Data Base). Expert support. Knowledge exchange. General description of a video training system. Training of experts with the right to sign.	14.00–15.20
Break (coffee break)		15.20–15.30
5	Annual certifications: self-assessment, assessment by the manager, 360 degree. The system of assigning categories to employees.	15.30–16.45
6	Questions and answers. Summing-up and certificate issuing.	16.45–17.15



JSC ENGINEERING CENTER ECAR

Seminar program:

"Practical advice on the creation and implementation of a video training system (as a part of company a knowledge management system)"

MOSCOW



1. SEMINAR PURPOSE:

To introduce attendees to the unique practical experience of creating and implementing a system of employee training through video training (the award "AIRBUS Awards for excellence 2017/2018" for the creation and implementation of the video training system in the engineering center).

2. TARGET AUDIENCE:

The seminar is meant for managers and specialists of HR management departments of companies of various industries; managers and specialists of departments for the production system development involved in operational efficiency improvement projects; design bureau managers and specialists, design and engineering departments of mechanical engineering companies.

3. SEMINAR CHARACTERISTICS:

- ✓ The duration of the seminar – 4 acad. hours (0.5 day);
- ✓ Seminar timing – from 10.00 to 15.00;
- ✓ Breaks: two coffee breaks.

4. SEMINAR DESCRIPTION:

- ✓ The seminar will discuss the role and place of video training in the knowledge management system in the company, its advantages and disadvantages;
- ✓ The practical part of the seminar will include recommendations on the preparation of video training based on practical experience.

5. CRITERIA FOR SUCCESSFUL SEMINAR COMPLETION:

- ✓ Compliance with the timing, rules of participation in the seminar;
- ✓ Initiative behavior of attendees;
- ✓ An open form of discussion of issues under consideration.

6. SEMINAR OUTPUT:

Attendees will gain theoretical knowledge and practical skills in the formation and implementation of the video training system and will be able to initiate processes for the implementation of the video training system in their company.

7. SEMINAR CONDITIONS:

- ✓ The possibility of conducting classes using teaching aids (computer or laptop, projector, screen, blackboard, etc.);
- ✓ The ability to work under normal lighting conditions and in ventilated classrooms;
- ✓ The ability to freely use sanitary facilities and break areas;
- ✓ The seminar can be held both face-to-face and online.

Handout materials issued to attendees:

- ✓ Seminar training program;
- ✓ Seminar handout material (for educational purposes).



8. SEMINAR SCHEDULE:

Topic No.	Topic name	Time, hour
1	Registration of attendees. Presentation of the lecturer. Information about JSC ECAR. The rules of the seminar.	09.30–10.00
2	A presentation about the training system in JSC ECAR, the company's training goals.	10.00–11.30
Break (coffee break)		11.30–11.45
3	The role and place of a video training system in the knowledge management system of a company. Advantages and disadvantages of video training compared with other training tools. Stages of formation and implementation of a video training system in a company. The process of creating a video training library: - Roles, responsibilities, and requirements to the staff; - Storage system; - Differentiation of access rights.	11.45–13.15
Break (coffee break)		13.15–13.30
4	The process of creating a video training library: - Requirements for the structure of training plans; - Recommendations for choosing software; - Preparation of training materials and practical exercises; - Frequency and procedure of updating training materials; - Planning, tracking the status and motivational component in the formation of a video training library. The process of using a video training library in a company's work: participants, events, interaction. The effect of the implementation of a video training system in a company. Practical task on the formation of a training plan for video training, examples of video training.	13.30–14.30
5	Questions and answers. Summing-up and certificate issuing.	14.30–15.00