



ECAR ENGINEERING CENTRE

Modular training program «Engineering Center Management School»

Catalogue of module «PERSONNEL MANAGEMENT»

Training list:

- Practical experience of engineering center employees motivation system creation and implementation (1 day training)
- Practical aspects of digital tools implementation for engineering center personnel management (1 day training)

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JSC ENGINEERING CENTER ECAR

Seminar program:

**"Practical experience of engineering center employees motivation system
creation and implementation"**

Moscow



JSC ENGINEERING CENTER ECAR

" Practical experience of engineering center employees motivation system creation and implementation "

1. SEMINAR PURPOSE:

- ✓ To tell about the unique practical experience to create and implement the staff motivation system in the engineering center of the leading European aircraft corporation;
- ✓ To introduce participants to the experience of creating and implementing motivational policy.

2. TARGET AUDIENCE:

The seminar is meant for managers and specialists of the production system development departments 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 duration of the seminar – 8 acad. hours (1 day);
- ✓ Seminar timing – from 10.00 to 17.15;
- ✓ Breaks: two coffee breaks and lunch.

4. SEMINAR DESCRIPTION:

- ✓ During the seminar, attendees will get acquainted with the company's motivation system, the processes and procedures developed in the company aimed at motivating staff;
- ✓ Key attention will be paid to the process of cascading goals; the system of key performance indicators, motivation tools will be considered;
- ✓ All the seminar topics will be supported by practical examples.

5. CRITERIA FOR SUCCESSFUL SEMINAR COMPLETION:

- ✓ Basic knowledge of lean manufacturing tools, methods, and means of staff motivation;
- ✓ 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:

The attendee receives theoretical knowledge about the formation of the motivation system and practical skills on this topic.

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	<p>A brief presentation on the company's performance improvement system (Q6) and the place of motivational policy in it.</p> <p>The company's motivation system:</p> <ul style="list-style-type: none"> - Types of staff motivation; - Corporate values; - Corporate culture. 	10.00–11.30
Break (coffee break)		11.30–11.45
3	<p>The company's processes and procedures aimed at staff motivation:</p> <ul style="list-style-type: none"> - Regulation on the work motivation system; - Regulations on bonuses; - Regulation on certification; <p>The process of cascading company goals to all employees of the organization.</p> <p>The system of key indicators presented on the visualization boards, and their relationship to individual goals and company goals:</p> <ul style="list-style-type: none"> - Quality of work performance; - Project budget; - Duration of works. <p>Introduction to PPO (Personal Performance Objectives):</p> <ul style="list-style-type: none"> - Description of objectives; - Weight factors; - Measurable and unmeasurable parameters. <p>A practical exercise in setting goals.</p>	11.45–13.15
Break (lunch)		13.15–14.00

**JSC ENGINEERING CENTER ECAR**

" Practical experience of engineering center employees motivation system creation and implementation "

Topic No.	Topic name	Time, hour
4	Introduction to PPO (Personal Performance Objectives): - The process of result evaluation; - Calculation formulas; - Recommended frequency of summing up; - Features of the procedure for an annual summary of employees' work. Practice: assessment technique in the form of feedback.	14.00–15.20
Break (coffee break)		15.20–15.30
5	The leadership model in the company. Overview of practical experience in leadership.	15.30–16.45
6	Questions and answers. Summing-up and certificate issuing.	16.45–17.15



JSC ENGINEERING CENTER ECAR

Seminar program:

**"Practical aspects of digital tools implementation for engineering center
personnel management"**

MOSCOW



1. SEMINAR PURPOSE:

To tell about the unique practical experience of work process automation in HR management, successful experience of implementing an electronic document management system.

2. TARGET AUDIENCE:

The seminar is meant for managers and specialists of HR management departments, specialists in process automation, and heads of departments.

3. SEMINAR CHARACTERISTICS:

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

4. SEMINAR DESCRIPTION:

- ✓ During the seminar, attendees will get acquainted with the theoretical basis and experience of implementing automation tools based on the 1C program;
- ✓ Key attention will be paid to automation processes of electronic document management (leaves, business trips, visas), introduction and use of an electronic timesheet. The theoretical foundation will be supported by numerous practical examples;
- ✓ The advantages of implementing automation tools and their possible use in the formation of the company's motivational policy will also be considered.

5. CRITERIA FOR SUCCESSFUL SEMINAR COMPLETION:

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

Attendees who took part in this seminar can deepen their knowledge and practical skills by taking part in the following seminars: "Practical experience of engineering center employees motivation system creation and implementation", "Practical aspects of creation and using of knowledge management system and skills and competencies matrix". These seminars are separate training products.

6. SEMINAR OUTPUT:

Participants will get an impression about the implementation and application of JSC ECAR automation tools and will be able to initiate their processes for the implementation of digital HR management 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	Prerequisites for implementation of automation tools. Available options for automation tools, their advantages and disadvantages.	10.00–11.30
Break (coffee break)		11.30–11.45
3	Presentation of automation tools based on 1C. Docflow – electronic document management: <ul style="list-style-type: none"> - The process of vacation approval; - The process of business trip approval; - Visa processing; - The process of approval of payments for contractor services; - Synchronization with 1C "Salary and HR Management". Practical task on the topic "Electronic document management".	11.45–13.15
Break (lunch)		13.15–14.00
4	Electronic timesheet: <ul style="list-style-type: none"> - Synchronization with ACS (access control system); - Synchronization with 1C "Salary and HR Management"; - Synchronization with PMDB (Project Management Database); - Available reports: on work projects, absence of employees, presence at the office. Writing a technical specification. Practical task on the topic "Electronic timesheet".	14.00–15.20
Break (coffee break)		15.20–15.30



JSC ENGINEERING CENTER ECAR

" Practical aspects of digital tools implementation for engineering center personnel management "

Topic No.	Topic name	Time, hour
5	Advantages of implementing automation tools for the company, HR department, and department managers. The use of automation tools in the formation of motivational policy.	15.30–16.45
6	Questions and answers. Summing-up and certificate issuing.	16.45–17.15