

## Training contents:

### 1.1 DAY 1,

TIME

**ORGANIZATIONAL EFFICIENCY - HUMAN RESOURCES RESIZING PRACTICES**  
**Berlenga, Ines - EASA European Union Aviation Safety Agency**

09:00 H – 09:15 H	<b>CHECK-IN</b>
09:15 H – 10:00 H	<b>Kick off - Get to know people and expectations</b> Who are we, what do we want to achieve in this training session
10:00 H – 10:30 H	<b>Methodology</b> How to put together a HR redimention exercise
10:30 H – 12:15 H	<b>Trouble identification - main organizational painpoints</b> Brainstorming
12:15 H – 12:30 H	<b>Conclusions of the pain point diagnosis</b>
12:30 – 13:30 H	<b>LUNCH BREAK</b>
13:30 H – 14:30 H	<b>Organizational variables</b> Strategy, business development and priorities
14:30 H – 17:00 H	<b>Strategic Exercise</b> Areas to invest, to stabilise and to discontinue
17:00 H – 17:15 H	<b>Conclusions of the organizational map</b>
17:00 H – 17:30 H	<b>WRAP UP OF DAY 1</b>

### 1.2 DAY 2

TIME

**ORGANIZATIONAL EFFICIENCY - HUMAN RESOURCES RESIZING PRACTICES**  
**Berlenga, Ines – EASA European Union Aviation Safety Agency**

09:30 H – 09:45 H	<b>CHECK-IN</b>
09:45 H – 11:00 H	<b>Processes, people and tools</b> Multi factorial contribution for a optimal resizing
11:00 H – 12:30 H	<b>Human Resources policies and practices</b> Carrer development, reconversion, training and competence development
12:30 – 13:30 H	<b>LUNCH BREAK</b>
13:30 – 14:30H	<b>Questions and troubles foreseen when resizing FTEs</b>



14:30 H – 17:00 H	<b>Human Resources Resizing</b> Exercise – FTEs (quantification and qualitative matters)
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17:00 H – 17:30 H	<b>WRAP UP OF DAY 2</b>
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## 1.3 DAY 3

TIME	<b>ORGANIZATIONAL EFFICIENCY - HUMAN RESOURCES RESIZING PRACTICES</b> <b>Berlenga, Ines – EASA European Union Aviation Safety Agency</b>
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09:15 H – 09:30 H	<b>CHECK-IN</b>
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09:30 H – 11:00 H	<b>Human Resources resizing - implementation</b> Defining a plan of action
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11:00 H – 12:30 H	<b>Presentation of the different cases</b> Exercise
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12:30 H – 13:30 H	<b>LUNCH BREAK</b>
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13:30 H – 15:00 H	<b>Risk Evaluation and mitigation</b> How to monitor the implementation plan and have it on track
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15:00 H – 17:00 H	<b>Debate</b> Shared thoughts and future needs
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17:00 H – 17:30 H	<b>WRAP UP OF THE TRAINING SESSION</b> Summary and closure
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