

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

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



14:30 H – 17:00 H	Human Resources Resizing Exercise – FTEs (quantification and qualitative matters)
17:00 H – 17:30 H	WRAP UP OF DAY 2

1.3 DAY 3

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

