Course : Skills and career management certification course

Skills block of RNCP 35878 title

Practical course - 8d - 56h00 - Ref. ZGG

NEW

This course is the fourth skills block in the state-approved RNCP 35878 Level 6 (Bac +3) "Human Resources Manager" qualification, entitled "Skills and Career Management". It will teach you how to implement a GEPP/GPEC approach, build a skills repository, conduct professional interviews and manage a skills development plan. Key skills for structuring and anticipating talent management within the company.

Teaching objectives

At the end of the training, the participant will be able to:

- Managing a PPIM approach
- Acquire a methodology for describing functions and professions and selecting associated assessment criteria
- Support operational staff in deploying PPIM tools
- Align the repository with HR strategy
- Organizing your project over time
- Understand the new regulatory framework for the professional interview and master the training systems
- Drawing up, communicating and validating the skills development plan
- Evaluating training initiatives

Intended audience

Anyone wishing to manage skills and career paths.

Prerequisites

Hold a validated Bac + 2 or a Bac + 2 with at least 3 years' professional experience (no prerequisites in HR), or hold a Bac and have significant professional experience (at least 5 years). Supporting documents will be requested by SUP des RH. If you don't meet these criteria, you can apply to the Validation des Acquis Professionnels (VAP) committee.

PARTICIPANTS

Anyone wishing to manage skills and career paths.

PREREQUISITES

Hold a validated Bac + 2 or a Bac + 2 with at least 3 years' professional experience (no prerequisites in HR), or hold a Bac and have significant professional experience (at least 5 years). Supporting documents will be requested by SUP des RH. If you don't meet these criteria, you can apply to the Validation des Acquis Professionnels (VAP) committee.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

Certification

Bloc de compétences « Gestion des compétences et parcours professionnels », de la certification professionnelle « Chargé des ressources humaines », délivrée par SUP des RH. Enregistrée au répertoire national des certifications professionnelles, sous le numéro 35878, par décision du directeur général de France Compétences en date du 15/09/2021.

Course contents

This course consists of the following modules :

Conducting professional interviews.

Ref. EPR - 2 days ★ 5 / 5

Building and managing a skills development plan

Ref. PLF - 2 days ★ 4 / 5

Course schedule

1 Implementing and managing a successful PPIM/CEFM

- Understand the purpose and principles of PPIM.
- Frame and prepare the project.
- Organize GEPP management.
- Define skills and action levers.
- Identify PPIM deliverables.
- Set up an action plan.
- Ensure the continuity of the PPIM and take stock.

2 Building a skills repository

- The skills approach.
- Organizing and mobilizing players.
- Draw up a skills repository.
- How to write job descriptions.
- Explain and bring to life your skills repository.

3 Conducting professional interviews

- Understand the challenges of the professional interview.
- Master the key concepts of professional development.
- Know the four stages of the professional interview.
- Conducting a professional interview.
- Carry out a summary professional interview every six years.

4 Building and managing a skills development plan

- Identify training access mechanisms.
- Build a skills development plan.
- Draw up and validate training specifications.
- Organize communication of the skills development plan.
- Develop and implement a "quality approach" to training.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

5 Certification

- SUP des RH contacts the candidate directly to schedule the certification exam.
- The exam covers the analysis and application of GPEC and career management tools.
- Candidates are placed in a professional situation, so they have access to the Internet to search for information.
- Written test on PC with Internet access.

Dates and locations

REMOTE CLASS
2026 : 26 Mar., 15 June, 24 Sep.

PARIS LA DÉFENSE
2026 : 15 June, 24 Sep.