Soft skills

Learning Fast in New Situations

A half day to find your feet quickly in a new job, a new trade or an unfamiliar file. Participants learn to map what they need to know, spot the people and documents that will save them time, ask precise questions and organise their first weeks in short cycles of trial and correction.

Duration : 0.5 day

Objectives

1. Map the knowledge needed in a new situation and rank it by priority
2. Identify useful sources: key people, documents, data, situations to observe
3. Prepare precise questions to get the essentials in little time
4. Organise your learning in short cycles: try, observe, correct

Programme

Half day

• What slows learning down: trying to read everything, not daring to ask, learning alone

• Learning map: what is essential in the first month, what is useful later, what is secondary

• Learning from others: whom to ask, how to prepare the exchange, how to come back to it

• Short cycles: a trial, feedback, a correction; keeping a record of what you learn

• Workshop: a learning plan for your first thirty days in your real situation

Teaching methods

• Work on each participant's real situation: taking up a post, a move, a new site, a new file

• Practice of the information interview in pairs

• Learning map and logbook templates handed out

• Exchanges on successful or difficult job starts experienced by participants

Assessment and documents

Knowledge test and review of the learning plan produced in the workshop, with a follow-up evaluation at D+1. Numbered training certificate, verifiable online, for each participant; training report handed to the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

When what is new is a piece of software or equipment, the half-day "Mastering a New Tool or Technology Quickly" is more targeted; the two modules combine well when someone takes up a new post.

Practical information

Duration	0.5 day
Audience	Employees starting a new post, moving internally or changing trade, newly appointed managers
Prerequisites	No prerequisites
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

When should this training be taken?

Just before or in the first weeks of a new post, an internal move or a change of site. The plan produced in the workshop can be applied the very next day.

How does it differ from "Mastering a New Tool or Technology Quickly"?

This half day deals with a new situation as a whole: trade, team, contacts, unwritten rules. The other focuses on getting to grips with software, equipment or a digital tool.

Can it be part of an onboarding path?

Yes. It can be offered to new joiners and to people moving internally, alongside the workstation induction the company organises.