



# Trainings catalogue 2012

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# The D&I journey through trainings



*« Recruiting all differences »*

*« I.D. Me!  
Building your brand »*

*« I-Gen  
Connecting the  
Generations at work »*

**Spirit of**  
**INCLUSION**

*« My worklife  
quotient »*

*« Cultural  
Navigator »*

*« High performing  
multicultural  
teams »*

*« Gender Works »*



# The D&I journey through trainings



- Diversity and Inclusion is a key element of Sodexo's business strategy, contributing to growth and to build employee engagement in the company.
- Trainings are designed in alignment with the organisation's core business and branding strategy.
- The starting point is to raise awareness through *Spirit of Inclusion* in order to gain the common vocabulary and to understand the importance of the business case – and moreover to propel a culture change forward.
- In order to be successful in changing the culture we need the senior leaders' commitment and to drive *Spirit of Inclusion* from top down.
- *Spirit of Inclusion* being a fundamental building block, it is only after completing the essential *Spirit of Inclusion* that further learning workshops can be offered in order to develop D&I competences among our managers.
- Trainings can be customised to better respond to the needs and the expectations of the countries and local markets.



**Spirit of Inclusion is a solid base to start your D&I journey by challenging your own behaviours and gaining understanding in the business case in D&I.**

**Objectives:**

- ✓ Develop knowledge of D&I and Sodexo's commitment to them.
- ✓ Provide understanding of the global and local business case.
- ✓ Explore one's awareness as well as to identify and to confront personal biases and prejudices.
- ✓ Provide an understanding of the impact on inclusive / exclusive behaviour to the performance.
- ✓ Develop personal action plans to create an inclusive working environment and behaviour.



- One day face-to-face workshop
- Targeted to all levels from Senior Executives to Site Managers
- Elaboration for frontline employees in process

# Recruiting all differences



Including D&I in all levels of the recruitment process is a business necessity.



## Objectives:

- ✓ Understand the opportunities to have a diversified recruitment at Sodexo.
- ✓ Understand what is the HR role in recruitment to leverage D&I at Sodexo.
- ✓ Be aware of legal constraints and be able to identify and prevent discriminations.
- ✓ Identify personal biases such as stereotypes and prejudices.
- ✓ Be aware of risks and avoid them during the recruitment process (design of the job proposal, sourcing, convincing a manager).
- ✓ Identify a high potential among applicants.
- ✓ Elaborate a Recruiting Charter in order to adopt the best behaviours possible during the HR process.

- A one-day training
- Targeted especially to HR professionals but also to managers

# I-Gen Connecting the Generations at Work

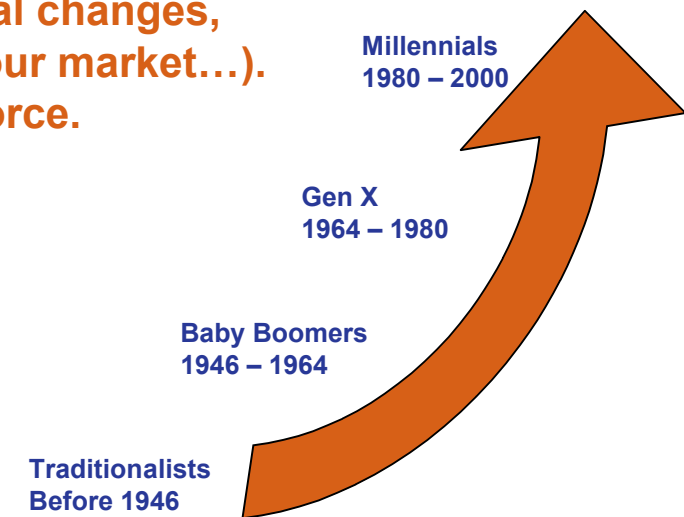


**Global workforce is changing (retirement, demographical changes, extended working age, new generation coming into labour market...). We have four generations represented in today's workforce.**

## Objectives:

- ✓ Identify characteristics and gain a better understanding of the four generations
- ✓ Increase awareness of Generational diversity
- ✓ Acknowledge differences and similarities
- ✓ Improve communications and teamwork
- ✓ Gain an understanding in how different generations are engaged and want to be managed in today's workplace
- ✓ Provide tips and suggestions

- Five interactive modules
- 90-minute scenario-based e-learning program
- Targeted to all managers



# Cultural Navigator™



**Cultural Navigator enables users to develop cultural competence in order to conduct business in global markets.**

## Features:

- ✓ Map a personal cultural profile based on work-style preferences, and compare it to co-workers' and/or countries' profile (Cultural Orientation Indicator™).
- ✓ Obtain knowledge on culture and business practices over 100 countries (economy, culture, history, lifestyle...).
- ✓ Test one's cultural and management knowledge through the simulator.
- ✓ Obtain tips and tools to address management issues (negotiating through translator, managing multicultural teams, communicating with non-native speakers...).
- ✓ Ask questions to the Cultural Navigator's worldwide network of advisors and subject matter experts on a forum.

- A web-based learning tool accessible at any time
- Free of charge for all employees

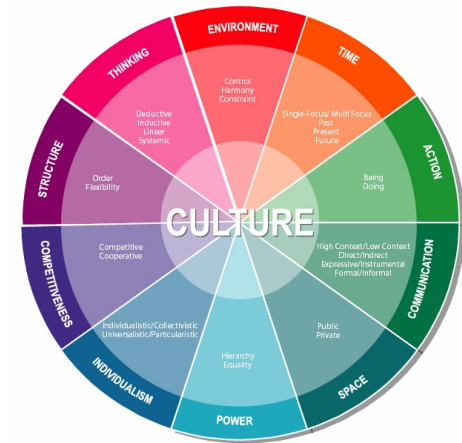
# High performing Multicultural teams



Business is globalising, mobility is increasing, and we interact more and more with international clients, multicultural customers, teams and colleagues...  
Cultural competence is a key skill in today's business.

## Objectives:

- ✓ Provide understanding in individual differences and their impact on team efficiency
  - Assessment of the team culture and mapping of the “best” framework towards optimal performance
- ✓ Establish an understanding of challenges and opportunities faced in multicultural teams
- ✓ Develop cross cultural skills (Cultural Due Diligence, Cultural Dialogue, Style Switching, Cultural mentoring...)



- One day training based on the Cultural Navigator (can be customised for half a day)
- Targeted to all managers



# Gender Works



Gender

sodexo  
Making every day a better day

**Gender balance must represent the environment in which we do business, and reflect the customers and the clients we serve. Women and men together are the key contributors of our business success.**



## Objectives:

- ✓ Raise awareness about the importance of gender balance to Sodexo's overall D & I strategy
  - ✓ Identify current barriers that might prevent all talents from being in leadership positions in Sodexo
  - ✓ Understand how men and women can foster an inclusive environment where all talents better work together in a more productive way
- A 4-hour workshop
  - Targeted to all managers

**By understanding the importance of worklife balance, we engage our employees and stay attractive in today's business.**

## **Objectives :**

- ✓ Understand your personal definition of work/life balance
  - Evaluation of your own worklife quotient
- ✓ Gain understanding in the "dual-centric" concept
- ✓ Discover what you can do to enhance your own work/life effectiveness
  - Determining an action plan to get empowerment



- A 90-minute Webinar
- Targeted to all managers

# I.D.Me! Building your Brand



Gender

sodexo  
Making every day a better day

Self branding helps you to define what you want to be known for and also how you differentiate yourself from the others.



## Objectives:

- Understand the concept of self-branding and the importance of creating your own “Brand”.
- Understand the importance of the networking for branding and for your career development.
- Develop a brand equity statement.

- A 90-minute Webinar
- Targeted to all managers

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