**Developing Bespoke Training Courses specifically to meet Customer Demand**

Sofema Aviation Services is pleased to develop specific training to meet the specific needs of our customer where this is related to EASA compliant regulatory Training.

This document is to support the creation of a training to match your exact requirements :

Step 1 - to identify the purpose of the training

The purpose of the training is –

Step 2 – to consider the target audience and depth of training you wish to create.

Obviously the duration will increase for more in depth training:

* **Essentials** Training is focused on understanding the key elements at a basic level typically suited to Managers and Business Area Owners.
* **Refresher** is aimed at people who are familiar with the subject and it is an invaluable opportunity to update as well as share knowledge and experience.
* **Intermediate** is focused on people who are upgrading their knowledge, and acknowledges a pre existing.
* **Full & In Depth** is focused on persons wishing to understand the whole subject from A to Z.

My target audience is -

Step 3 Please Now consider the subjects you would like to receive during each period – The more detail you are to provide the closure we will be able to match your expectations.

a) To enable us to plan your training please provide as much guidance as possible

b) Please Identify the subject material for each module

c) There are a total of 8 modules per day

d) Each Module lasts for a nominal 45 mins to 55 Mins

e) Example Subject “a” general Introduction

f) Example Subject “a” Group Discussion & Workshop – Case Study

g) Example Subject “b” detailed Introduction

h) Example Subject “x” Review discussion and Close

**You may use the following table to enter the title only of the module and we will be pleased to do the rest**

The following table will support up to 4 days training – only the most basic level of information is required in order for us to focus on meeting your objectives

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DAY | Training Day One | Training Day Two | Training Day Three | Training Day Four |
| Period 1 |  |  |  |  |
| Period 2 |  |  |  |  |
| Break | Break | Break | Break | Break |
| Period 3 |  |  |  |  |
| Period 4 |  |  |  |  |
| Lunch | Lunch | Lunch | Lunch | Lunch |
| Period 5 |  |  |  |  |
| Period 6 |  |  |  |  |
| Break | Break | Break | Break | Break |
| Period 7 |  |  |  |  |
| Period 8 |  |  |  |  |