**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 subject is divided into multiple Modules – each module should be identified separately

(Use additional forms to complete the exercise –each form supports 3 modules) typically 1 day consists of 8 x 45 min modules.

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| --- | --- |
| Name of Module (Optional) |  |
| Provide Details of Module Subject Requiredplease include as much details as possible |  |
| How Many Hours do you expect this Module to take? (Estimate - this will help align the training with your expectations) |  |
| What is the Expected Outcome following Training on this Module –What knowledge should the Student gain?  |  |
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