



## *proxim-project...*

A project developed by IDAP in France, in order to help people to know more about the field of activity they want to work in. It is used by those who want to do directly the tasks to be done, but as well by those who want to make it done by someone else.

### Target jobs or task :

- **Housekeeping** (housecleaning, ironing, cooking...)
- **Help at home for elderly people** unable to do some duties by themselves
- **Do it yourself** (DIY, Gardening, care taking...)
- **Child care** (child under 3 years old, or older than 3 years old)

### Aims :

- Acquire technical competences and expected relationship abilities
- Improve the quality of undertaken services and clients self-satisfaction
- Develop workers employability thank to lifelong learning,
- Improve quality of jobs, self-confidence at work in order decrease turnover

### 2 main activities dealt in this training program :

- A module "Relationship with clients" dealing with professional attitude expected by company leaders such as being punctual, respect of one's private life or intimacy, adapted one's cloths to one's jobs...
- A module "technical competences" dealing with specific contents regarding the different tasks and jobs to be done : such as security at work, ergonomia, gardening, housekeeping, following up of dependant person...
- Each module follows the same pedagogical principle : It enclosed didactic contents, draws, a description of a professional situation, a video, some quiz... The whole module is also read, this is for people having difficulties to read properly.
- A final test is proposed at the end of each module.

### Avantages

- A training path adapted to the learners needs (very accessible contents thanks to ergonomic tools containing illustrations, quiz, sounds...)
- A individualized training allowing learners to manage their time table, and the speed of the learning process
- For people coming from abroad : a way to match one's competences or knowledge to the requests of the welcoming country
- For people wanted to create a company, a quick way to review client expectations or to test future workers

### Information

- **Last of the training** : 20 hour of training contents (CDROM or on line)
- This tool is proposed on a CD-ROM but as well on line on a E-learning platform.
- **Needing any more information** : have a look to the web site [www.idap.org](http://www.idap.org) and if you what to have a look to a specific tool for company settlers have a look in the Internet website and clic on **cré@dom**