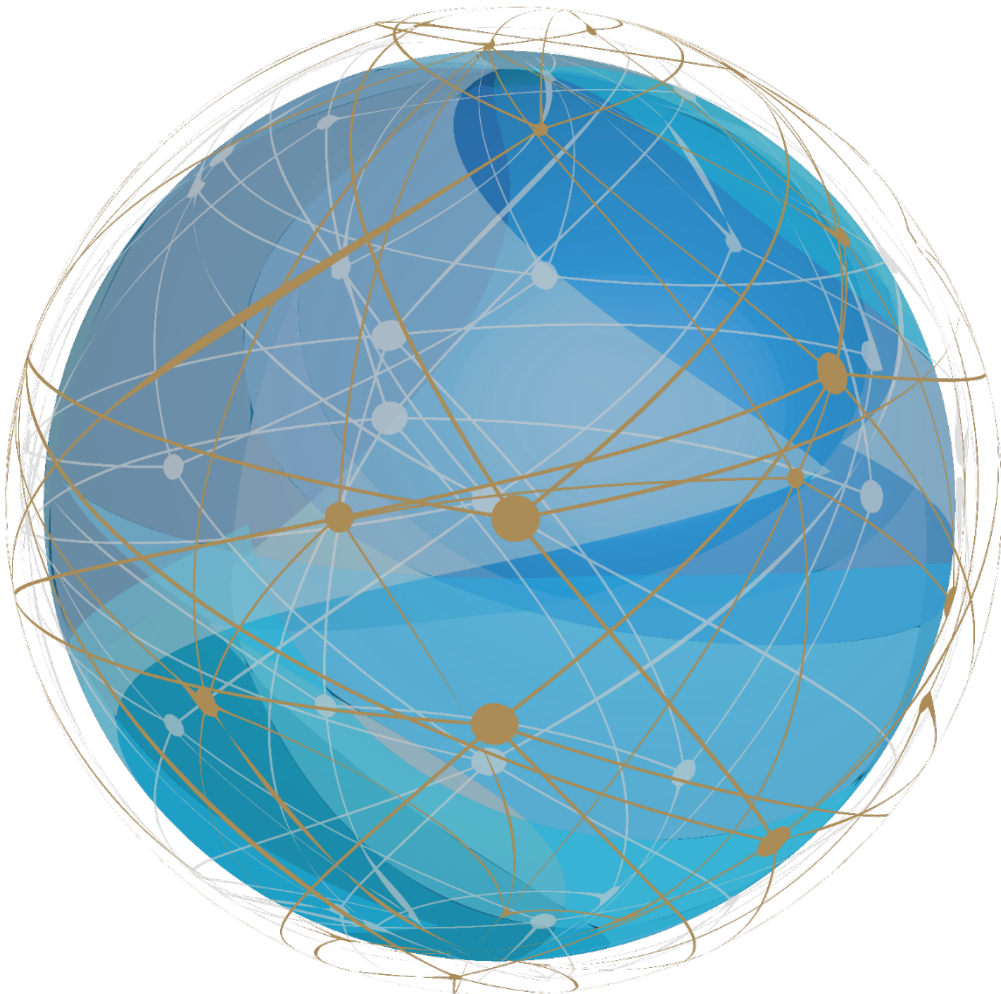




**SONOVISION**  
ORTEC GROUP

INNOVATIVE  
SOLUTIONS

# Training Catalogue 2025



All the training courses described in this document (excluding E-Learning) relate to inter-company sessions. The prices are per trainee and take place on our premises.

The trainees' knowledge is assessed by conducting practical cases. However, some training courses are validated by a specific knowledge test noted by the trainer. In addition, our training courses are subject to an on-the-spot evaluation by the learners, which allows us to constantly improve ourselves and always meet the needs of the field.

The trainees have a manual from the presentations and synthesize what the trainer presents.

Our trainings can also take place within your company (intra-company training). In this case, we study a global price for the whole group.

Our air-conditioned rooms are accessible by stairs or lifts (accommodating people with reduced mobility). These rooms are equipped with a whiteboard and a video projector.

## CREATION OF TAILOR-MADE TRAINING COURSES

We assist you in the design of your training

- Indoors
- From a distance
  - E-Learning
  - Blended Learning
  - Computer-Based Training (CBT)

## Production of your technical training materials

In multiple formats (HTML, PowerPoint, Storyline, etc.), we produce your media in the colours of your structure.

## Set up your training department

We offer our help to create your service or your training centre:

- Audit of the existing
- Help register your centre as a Training Organization (OF)
- Assistance in the realization of your administrative
- Implementation of the follow-up of your trainers
- Training of training assistants
- Assistance in creating the educational and financial balance sheet
- Training of trainers...

## Trainer Coaching

In addition to our ability to support the training of your trainers (see our training offers below), we can ensure their "in situ" follow-up with a personalized debrief.

## TECHNICAL COMPETENCY ASSESSMENT

We offer the creation of evaluation tools linked with the skills/competencies matrix to assess the competencies, identify each employee's training needs, and propose an appropriate individualized training plan. Validate their level of technical competency. This involves:

- Creation of evaluation systems specific to each line of work and every level of competence
- Design and administration of an online evaluation platform
- Distance and on-the-job evaluation of technical competencies
- Training recommendations tailored to employees' needs, based on evaluation results

## PRACTICAL WORK-RELATED TRAINING

We provide practical training activities in a work situation. This mobilizes a trainer - internal or external to the company - and an employee to be trained at the workplace and during the course of the activity. The main teaching material is provided by the activity itself (work) and prepared as follows:

- Expression of need (identify key competencies, trainers, and trainees)
- Evaluate the trainee and define the delta in skills to be achieved
- Prepare the training path (Training objectives, Review phases, Schedule)
- Launch and follow up the training
- Final evaluation of the trainee to validate the acquisition of competencies and proposal of follow-up actions by the Trainer/Tutor.

## SETTING UP AN LMS OR CBT

Do you want to move towards digital transformation, but the terms CBT, LMS, LCMS, MOOC, Virtual Reality (VR), and Augmented Reality (AR)... Are they still acronyms with no real meaning for you? We work with you to develop the best digital or computer base training-oriented strategy.

We can assist you in setting up your IT structure (dedicated to training) and creating the framework for your training in digital format (storyboard, interactions, and voice-over).

We make your staff aware of information systems security (ISS) at your request.

We help you transform classroom training to make it 100% autonomous into digital training (E-Learning, CBT, MOOC, etc.).

These services are not an integral part of the training programs described below. They are carried out after our quote acceptance from you.

## PRESENTATION OF THE TRAINING CATALOGUE

We are referenced by the prefecture of the PACA region with Qualiopi certification as an organization of training.

Do not hesitate to contact your OPCO to find out about coverage possibilities.

To do this, you are generally required to provide the training program for the desired course.

This catalogue has been produced under this principle of training programs.

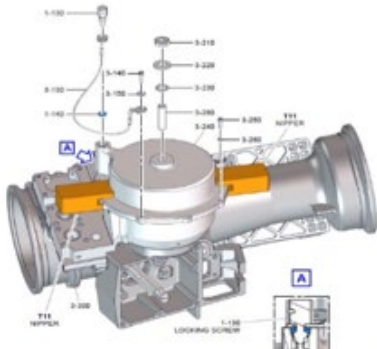
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## GENERAL TECHNICAL KNOWLEDGE

## GEN.107 ATA 100 Chapter

 Duration:  
**21 hours**


### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Technical Authoring.

### PREREQUISITE:

The people welcomed into this training will have a Beginner Level of Competence

### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

### CAPACITY:

12 trainees maximum per session.

### EVALUATION METHOD:

A multiple-choice questionnaire  
 Practical assessment at the end of the course.

### TRAINING LOCATION:

Sonovision Training Center

### ACCESSIBILITY:

This training is accessible to everyone.  
 Contact us if you need special accessibility assistance for handicapped trainees.

### TRAINING QUALIFICATION:

Validity Period: indefinite

### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.  
 Contact:  
[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

### Goals of the training course:

On completing this training course, the participants will be able to:

- Master the foundations of the ATA 100 documentary standard
- Describe the architecture of the documentation
- Master how to read the different manuals

### Program:

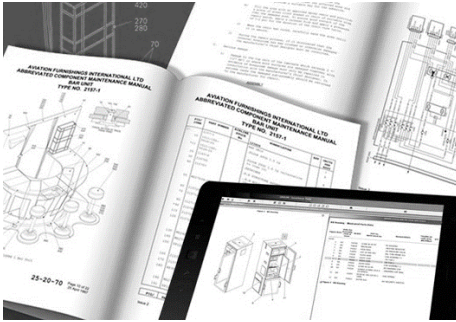
#### Technical part:

- Fundamentals
  - Presentation of the specification
  - Cutting of documents
- Architecture
  - Numbering
  - Chapter
  - Section
  - Topic
  - AMTOS / MTOS
- Manuals
  - Content of the various manuals
  - Marketing Authorization
  - CMM
  - MR
  - SB
  - AIPC
- Writing
  - Drafting rules
  - Streamlined French

#### Practical part:

- Practical exercises
- Realization of a CMM
- Processing of updates
- Opening on the ATA2100

## GEN.108 iSpec 2200 Standard - Beginner

 Duration:  
**21 hours**


### Goals of the training course:

On completing this training course, the participants will be able to:

- Describe the foundations of the ATA 2200 documentary standard
- Create/make a simple document by applying iSpec 2200 standard principals

### Program:

#### Technical part:

- Fundamentals
  - Presentation of the specification
  - Reminder on structured documentation
  - Positioning of ATA 100, ATA 2100, ATA 2200 specifications
  - Breakdown and codification of task codes
- Principles and examples
  - Production and codification of illustrations
  - Principles and roles of a DTD
  - Example of the CMM DTD

#### Practical part:

- Practical exercises
- Processing of updates
- Opening on the ATA2200

#### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Technical Authoring.

#### PREREQUISITE:

The people welcomed into this training will have a Beginner Level of Competence.

#### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

#### CAPACITY:

12 trainees maximum per session.

#### EVALUATION METHOD:

A multiple-choice questionnaire  
 Practical assessment at the end of the course.

#### TRAINING LOCATION:

Sonovision Training Center

#### ACCESSIBILITY:

This training is accessible to everyone.  
 Contact us if you need special accessibility assistance for handicapped trainees.

#### TRAINING QUALIFICATION:

Validity Period: indefinite

#### TRAINING COSTS AND AVAILABILITY:

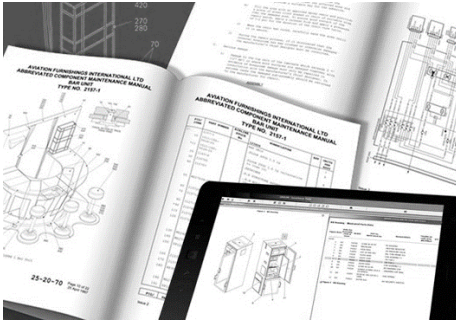
To be provided by the sales agent on request.

Contact:

[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)



## GEN.109 iSpec 2200 Standard - Advanced

 Duration:  
**7 hours**


### Goals of the training course:

On completing this training course, the participants will be able to:

- Master the foundations of the ATA 2200 documentary standard
- Prepare and produce a CMM using the standard authoring rules and procedures

### Program:

#### Technical part:

- Fundamentals
  - Detailed presentation of the ATA 2200 standard
- Principles and examples
  - Case study
  - Review of a technical manual
  - Breakdown and codification into task / sub-task codes
  - Realization of a CMM

#### Practical part:

- Practical exercises
- Authoring on CMM manual

#### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Technical Authoring.

#### PREREQUISITE:

The people welcomed into this training will have a Beginner Level of Competence.

#### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

#### CAPACITY:

12 trainees maximum per session.

#### EVALUATION METHOD:

*A multiple-choice questionnaire  
 Practical assessment at the end of the course.*

#### TRAINING LOCATION:

Sonovision Training Center

#### ACCESSIBILITY:

This training is accessible to everyone.  
 Contact us if you need special accessibility assistance.

#### TRAINING QUALIFICATION:

Validity Period: Indefinite

#### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.

Contact:

[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

## PRODUCT DESIGN - ENGINEERING

## DSG.302 CATIA V5 – Fundamentals

 Duration:  
**7 hours**


### Goals of the training course:

On completing this training course, the participants will be able to:

- Assimilate and apply the bases required for designing with CATIA V5.
- Acquire process, methods and technical design operations using CATIA V5.
- Analyze and update a technical design before and/or after applying a modification.

### Program:

#### Technical part:

- **CATIA V5**
  - Present CATIA V5
  - See basic notions
  - Identify CATIA V5 menus and options
  - Structure and tree structure
  - Measure and analyze
  - Manage data bases
- **Sketcher**
  - Present Sketcher workbench
  - Define sketcher plan
  - Create simple geometry
  - Apply constraints
  - Analyze and modify sketches
  - Position sketchers
- **Part Design**
  - Present Part Design workbench
  - Interact with Sketcher / Part Design
  - Create basic components:
    - Extrusion
    - Pocket
    - Revolution
    - Rib
    - Draft angle
    - Edge fillet
    - Chamfer.
  - Create intersections, projections
  - Update parts
  - Measure and analyze
- **GSD (Generative Shape Design)**
  - Present GSD workbench
  - See the geometrical set notions
  - Design 2D and 3D layouts (dot, line, axis, plan, curves)
  - Design surfacing (extrusion, revolution, sweep, multi-section)
  - Assemble and trim surfaces
  - Surface dress-up operations
  - Project and intersect elements

#### TARGET AUDIENCE:

The training course is aimed at any employee responsible for design using CATIA V5.

#### PREREQUISITE:

Basic knowledge of design.

#### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession

#### CAPACITY:

2 trainees maximum per session.

#### EVALUATION METHOD:

A multiple-choice questionnaire  
 Practical assessment at the end of the course

#### TRAINING LOCATION:

Sonovision Training Center

#### ACCESSIBILITY:

This training is accessible to everyone.  
 Contact us if you need special accessibility assistance for handicapped trainees.

#### TRAINING QUALIFICATION:

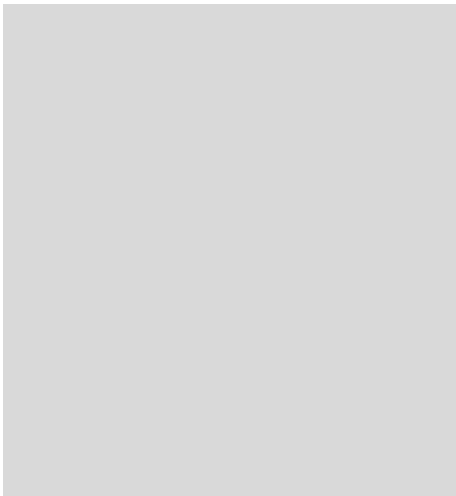
Validity Period: *Indefinite*

#### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.

Contact:

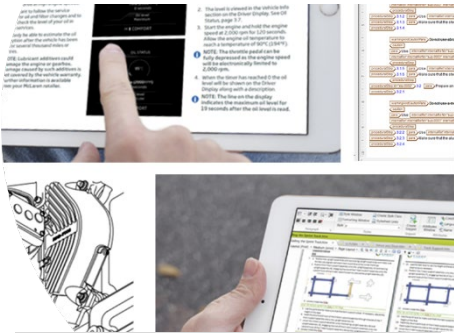
[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)



- **Assembly Design**
  - Present Assembly Design workbench
  - Insert, move and position components
  - Create assembly constraints
  - Detect and analyze interferences
  - Manage product recording
  - Measure, space and section
  
- **Drafting**
  - Present Drafting workbench
  - Format plan with frame and title block
  - Create views, cotations and annotations
  - Manage links and backup
  - Insert catalog
  - Print plan and generate its PDF

## S1000D – TECHNICAL PUBLICATIONS

## DOC.201 Introduction to the S1000D Authoring Process

 Duration:  
**14 hours**


### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Technical Authoring.

### PREREQUISITE:

The people welcomed into this training will have a Beginner Level of Competence.

### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

### CAPACITY:

10 trainees maximum per session.

### EVALUATION METHOD:

*A multiple-choice questionnaire  
 Practical assessment at the end of the course.*

### TRAINING LOCATION:

Sonovision Training Center

### ACCESSIBILITY:

This training is accessible to everyone.  
 Contact us if you need special accessibility assistance for handicapped trainees.

### TRAINING QUALIFICATION:

Validity Period: Indefinite

### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.  
 Contact:  
[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

### Goals of the training course:

On completing this training course, the participants will be able to:

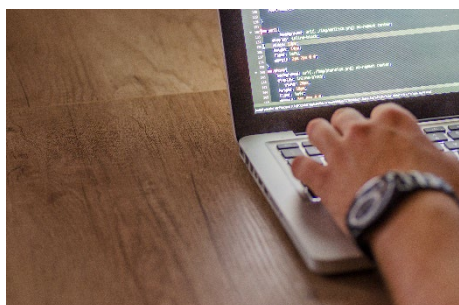
- Explain the principles of technical writing related to the S1000D Standard
- Describe the main components/structures of the S1000D standard
- Describe the main S1000D publication methods and tools used by technical writers.

### Program:

#### Technical part:

- S1000D history and basic definition
- Common Source Data Base and its objects
  - CSDB objectives
- Content management and process
  - Business rules
  - Applicability
  - Reuse of content with common information repositories
  - Link managements with Container Data Module
- Data preparation
  - Configuration of authoring tool
  - Entry data
  - Data Module Requirement List
  - Preparation of Publication
- Data Module
  - Identification of mandatory elements in IdentAndStatus section
  - Data Module Types
  - Elements in content section
  - Common
  - Depending on DM type
- Publication and deliverables
  - Page oriented or IETP
  - Publication concept
  - DDN delivery

## DOC.203 Introduction to Technical Authoring

 Duration:  
**24 hours**


### Goals of the training course:

On completing this training course, the participants will be able to:

- Describe the role and missions of the technical author within the process of production,
- Identify the main standards related to the drafting of technical documentation,
- Integrate the importance of quality, efficiency and cost-effectiveness in the documentary production process,
- Produce and control a simple work card with the guidance of a tutor

### TARGET AUDIENCE:

The training course is designed for all employees with responsibility for authoring technical documentation for the aircraft industry.

### PREREQUISITE:

The people welcomed into this training will have a Beginner Level of Competence.

### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

### CAPACITY:

8 trainees maximum per session.

### EVALUATION METHOD:

*Knowledge assessments at the end of the course.*

### TRAINING LOCATION:

Sonovision Training Center

### ACCESSIBILITY:

This training is accessible to everyone. Contact us if you need special accessibility assistance for handicapped trainees.

### TRAINING QUALIFICATION:

Validity Period: Indefinite

### Program:

#### Technical part:

- Introduction to technical documentation,
- The industrial process of authoring technical documentation,
- Documentation standards,
- Documents produced by the technical author,
- Introduction to technical illustrations,
- Quality: Standards and challenges,
- Introduction to structured documentation,
- Lab work,
- Introduction to business economics,
- Rights and duties in the company,
- Control of production times and personal efficiency: practical advices,
- Technical knowledge evaluations,
- Evaluation and closing of the training.

### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.

Contact:

[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

## DOC.204 Introduction to Aeronautical Technical Authoring

 Duration:  
**23 hours**


### Goals of the training course:

On completing this training course, the participants will be able to:

- Identify the different operating principles of aircraft and their main components,
- Describe the role and missions of the technical writer,
- Master the process and tools of technical writing,
- Consider the quality aspects and their challenges,
- Integrate the importance of simplified English into the profession of the copywriter
- Integrate commercial and contractual aspects in the exercise of the profession

### TARGET AUDIENCE:

This training program is designed for all employees responsible for authoring technical documentation for the aircraft industry.

### PREREQUISITE:

The people welcomed in this training will have an a Beginner Level of Competence.

### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

### CAPACITY:

8 trainees maximum per session.

### EVALUATION METHOD:

*Knowledge assessments at the end of the course.*

### TRAINING LOCATION:

Sonovision Training Center

### ACCESSIBILITY:

This training is accessible to everyone. Contact us if you need special accessibility assistance for handicapped trainees.

### TRAINING QUALIFICATION:

Validity Period: Indefinite

### Program:

#### Technical part:

- Introduction to aircraft technology (airplane and helicopter),
- Introduction to technical documentation,
- The industrial process of drafting technical documentation,
- The documents produced by the technical writer,
- Introduction to Technical illustrations,
- The technical writer's tools,
- Initiation to structured documentation,
- The different documentary standards,
- Introduction to Simplified Technical English,
- Visit to an aeronautical maintenance workshop,
- Nature and form of our service contracts,
- Economic monitoring structure of projects,
- Organization and personal efficiency: practical advice,
- Presentation of SONOVISION management principles and tools

### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.

Contact:

[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)



## DOC.205 Simplified Technical English (ASD-STE 100)

Duration:  
**14 hours**



### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Technical Authoring.

### PREREQUISITE:

The people welcomed into this training will have Basic Knowledge of Technical Writing and Working Proficiency in English.

### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

### CAPACITY:

10 trainees maximum per session.

### EVALUATION METHOD:

*A multiple-choice questionnaire  
Practical assessment at the end of the course.*

### TRAINING LOCATION:

Sonovision Training Center

### ACCESSIBILITY:

This training is accessible to everyone.  
Contact us if you need special accessibility assistance for handicapped trainees.

### TRAINING QUALIFICATION:

Validity Period: *To be revoked according to RFT performance.*

### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.

Contact:

[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

### Goals of the training course:

On completing this training course, the participants will be able to:

- Master the principles of writing in simplified English
- Use of terms specific to simplified English

### Program:

#### Technical part:

- Introduction and writing rules
  - What is ASD
  - What is ASD STE and why was it developed
  - Writing rules
  - Dictionary
- Quality management
  - Control of product
  - Best practices to perform an efficient check
  - Errors

#### Practical part:

- Practice and Final test

## DOC.206 Introduction to Structured Documentation

 Duration:  
**21 hours**


### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Technical Authoring.

### PREREQUISITE:

The people welcomed into this training will have Basic Knowledge of Technical Writing.

### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

### CAPACITY:

10 trainees maximum per session.

### EVALUATION METHOD:

*A multiple-choice questionnaire  
 Practical assessment at the end of the course.*

### TRAINING LOCATION:

Sonovision Training Center

### ACCESSIBILITY:

This training is accessible to everyone. Contact us if you need special accessibility assistance for handicapped trainees.

### TRAINING QUALIFICATION:

Validity Period: *Indefinite*

### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.  
 Contact:  
[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

### Goals of the training course:

On completing this training course, the participants will be able to:

- Master a Structured Writing Method

### Program:

#### Technical part:

- Fundamentals
  - Introduction
  - Origin of the development of Structured Documentation
  - The Data Module (DM)
- Complementary principles
  - The markup
  - DM cutting
  - Tag attributes
- DM / Beacons Deepening
  - The markup
  - Identification of a MD
  - "Status" part of a DM
  - Content of a MD
  - Search for tags
  - Internal and external links
- Document Type Definition (DTD) / Epic Editor
  - Special features of DTDs
  - An XML Editor: Epic Editor

#### Practical part:

- Practical Exercises
- DTD 1000

## DOC.207 DITA Implementation training

Duration:  
**21 hours**



### Goals of the training course:

On completing this training course, the participants will be able to:

- Master DITA specification
- Distinguish unstructured documentation and structured
- Implement DITA specification to present technical documentations.

### Program:

#### Technical part:

- **Theory 1** Presentation of DITA language
  - Stakes and objectives
  - Means implemented
  - Exercise 1 The structure: <map>
  - Exercise 2 User description topics: <concept>
  - Exercise 3 User procedure topics: <task>
- **Theory 2** Medias and links
  - Exercise 4 Functional description topics: <concept>
  - Exercise 5 Maintenance procedure topics: <machineryTask>
  - Exercise 6 Parts catalog topics: <concept>
- **Theory 3** Re-use content
  - Exercise 7 Create and use a glossary
  - Exercise 8 Create and use a WARNING/CAUTIONS common list
- **Theory 4** Create a PDF and Web publication
  - Exercise 9 PDF and WEB publication

#### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Technical Authoring / Illustrators and publication

#### PREREQUISITE:

The people welcomed into this training will have Basic Knowledge of design.

#### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

#### CAPACITY:

2 trainees maximum per session.

#### EVALUATION METHOD:

A multiple-choice questionnaire  
Practical assessment at the end of the course.

#### TRAINING LOCATION:

Sonovision Training Center

#### ACCESSIBILITY:

This training is accessible to everyone.  
Contact us if you need special accessibility assistance for handicapped trainees.

#### TRAINING QUALIFICATION:

Validity Period: *Indefinite*

#### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.

Contact:

[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

## DOC.316 Authoring Tools – Frame Maker

Duration:  
**7 hours**



### Goals of the training course:

On completing this training course, the participants will be able to:

- Master the Frame Maker structure and SGML.
- Reliably perform the authoring of a document

### Program:

#### Technical part:

- Main principles
  - Introduction
  - General presentation of Frame Maker + SGML
- Foundations
  - Work in Frame Maker + SGML
  - SGML aspects
  - Presentation model
  - Advanced aspects

#### Practical part:

- Exercise on Frame Maker structure document
- Exercise on SGML

#### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Technical Authoring.

#### PREREQUISITE:

The people welcomed into this training will have Basic Knowledge of Technical Writing.

#### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

#### CAPACITY:

10 trainees maximum per session.

#### EVALUATION METHOD:

A multiple-choice questionnaire  
Practical assessment at the end of the course.

#### TRAINING LOCATION:

Sonovision Training Center

#### ACCESSIBILITY:

This training is accessible to everyone.  
Contact us if you need special accessibility assistance for handicapped trainees.

#### TRAINING QUALIFICATION:

Validity Period: *Indefinite*

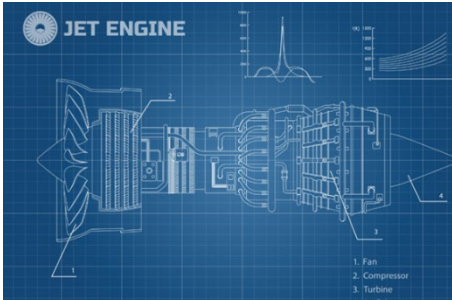
#### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.

Contact:

[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

## DOC.319 Authoring Tools – ISO Draw

 Duration:  
**14 hours**


### Goals of the training course:

On completing this training course, the participants will be able to:

- Assimilate and master the role and responsibilities associated with the tool.
- Acquire and apply process, methods, tools and work coordination

### Program:

#### Technical part:

- ISODRAW presentation
- Presentation of functions
- Drop-down menu presentations
- Creation of a project
- Configuration of active windows
- Example of realization

#### Practical part:

- Exercise on the ISODRAW tool

#### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Technical Authoring.

#### PREREQUISITE:

The people welcomed into this training will have Basic Knowledge of Technical Writing.

#### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

#### CAPACITY:

10 trainees maximum per session.

#### EVALUATION METHOD:

A multiple-choice questionnaire  
 Practical assessment at the end of the course.

#### TRAINING LOCATION:

Sonovision Training Center

#### ACCESSIBILITY:

This training is accessible to everyone.  
 Contact us if you need special accessibility assistance for handicapped trainees.

#### TRAINING QUALIFICATION:

Validity Period: *Indefinite*

#### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.

Contact:

[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

## DOC.322 Authoring Tools – INMEDIUS – S1000D Manager

Duration:  
**14 hours**



### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Technical Authoring.

### PREREQUISITE:

The people welcomed into this training will have Basic Knowledge of Technical Writing.

### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

### CAPACITY:

10 trainees maximum per session.

### EVALUATION METHOD:

A multiple-choice questionnaire  
Practical assessment at the end of the course.

### TRAINING LOCATION:

Sonovision Training Center

### ACCESSIBILITY:

This training is accessible to everyone.  
Contact us if you need special accessibility assistance for handicapped trainees.

### TRAINING QUALIFICATION:

Validity Period: *Indefinite*

### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.  
Contact:  
[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

### Goals of the training course:

On completing this training course, the participants will be able to:

- Master how to use S1000D Manager
- Create a DMRL in the tool
- Master the publication functions and advanced functions

### Program:

#### Technical part:

- Fundamentals
  - Reminder of the basic concept of the S1000D modular documentation
    - Data Module Requirement List (DMRL),
    - Data Module (DM),
    - Illustration Control Number (ICN),
    - Standard Numbering System (SNS),
    - Data Dispatch Node (DDN),
    - Common Source Data Base (CSDB),
    - Business Rules (BR), BREX, ...
- Using S1000D Manager
  - Access to the CSDB
    - URL
    - Connection identifier
  - Discovery of the S1000D Manager module
    - Interface
    - Essential functionalities
    - Right to the CSDB
  - Creation of a DMRL
  - Import and export functions
  - DM management (Data Modules)
    - Browse all DM related functions
    - Check-in
    - Check-out
  - Management of ICNs (Illustrations Control Number)
    - Browse all the functions related to ICNs
    - Check-in
    - Check-out
  - Managing associated files
  - Publishing functions
    - Creation of a PM
    - DDN, PM publishing functions
  - Advanced functions
    - Global workflow

#### Practical Part:

- Analyze and prepare the information necessary for the production
- Design, structure, and author Tasks

## S2000M – MATERIAL MANAGEMENT

## PRT.201 Introduction to S2000M Authoring Process

 Duration:  
**14 hours**


### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Technical Authoring.

### PREREQUISITE:

The people welcomed into this training will have a Beginner Level of Competence.

### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

### CAPACITY:

10 trainees maximum per session.

### EVALUATION METHOD:

A multiple-choice questionnaire  
 Practical assessment at the end of the course.

### TRAINING LOCATION:

Sonovision Training Center

### ACCESSIBILITY:

This training is accessible to everyone.  
 Contact us if you need special accessibility assistance for handicapped trainees

### TRAINING QUALIFICATION:

Validity Period: *Indefinite*

### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.  
 Contact:  
[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

### Goals of the training course:

On completing this training course, the participants will be able to:

- Describe the main principles that govern the standard.
- Apply the procedures specific to this standard
- Create an illustrated Parts Catalog (IPC)

### Program:

#### Technical part:

- Presentation of the specification, its history
- Procurement process
- Principles of procurement and supplies
- Procurement messages
  - Description and principles
- IPL: form and content
- Illustrated Parts Catalog (IPC)
- Realization and presentation of the IPC
- Procurement data
  - Division
  - Detail and examples Update
  - Special features
- NATO codification
- Global approach

#### Practical part:

- Technical information interpretation and analysis
- Application exercise
- Procurement data



## PRT.203 ATA SPEC 2000 Standard

Duration:  
**7 hours**



### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Technical Authoring.

### PREREQUISITE:

The people welcomed into this training will have a Beginner Level of Competence.

### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

### CAPACITY:

10 trainees maximum per session.

### EVALUATION METHOD:

A multiple-choice questionnaire  
Practical assessment at the end of the course.

### TRAINING LOCATION:

Sonovision Training Center

### ACCESSIBILITY:

This training is accessible to everyone.  
Contact us if you need special accessibility assistance for handicapped trainees

### TRAINING QUALIFICATION:

Validity Period: *Indefinite*

### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.  
Contact:  
[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

### Goals of the training course:

On completing this training course, the participants will be able to:

- Describe the main principles that govern the standard.
- Apply the rules governed by the standard.

### Program:

#### Technical part:

- Main principles
  - Introduction
  - Presentation of the specification
  - Relevant sections of the specification
  - Procurement process
  - Basic principles
  - Global approach
- Foundations
  - Initial supply data: Description and principle
  - Illustrated Parts list (IPL)
  - Codification
  - Production
  - Presentation of an IPL

#### Practical part:

- Design, structure and author Tasks
- Check tool authoring operations
- Perform the reporting linked to the production of technical documentation

## PRT.305 Authoring Tools – OPEN 2000M WEB

 Duration:  
**56 hours**


### Goals of the training course:

On completing this training course, the participants will be able to:

- Describe the main principles that govern the S2000M standards
- Apply the associated specific procedures.
- Describe Open Web™ and apply its significant functions.

### Program:

#### Technical part:

- Specification S2000M
  - Fundamentals
    - Presentation of the specification
    - Procurement process
    - Principles of procurement
    - Illustrations
    - NATO codification
  - Complementary principles
    - Procurement messages
    - Description and principles
    - Illustrated Parts List
    - Realization and presentation of the IPL
    - Global approach
  - Chapter 1 of the specification
    - General presentation of chapter 1 of the specification
    - Procurement data
    - Division
    - Update
    - Special features
  - Application
    - Procurement data
    - Summary of training
- OPEN WEB: OPEN 2000M™
  - Fundamentals
    - Introduction
    - The architecture of Open2000M™
    - Treatments
    - Data organization
  - Complementary principles
    - Detailed description of the functions of Open2000M™
    - The inputs
    - Controls
    - The outputs
    - Online help
  - Practical Exercise
    - Practical case study
    - Questions Answers

#### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Technical Authoring.

#### PREREQUISITE:

The people welcomed into this training will have a Beginner Level of Competence.

#### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

#### CAPACITY:

10 trainees maximum per session.

#### EVALUATION METHOD:

A multiple-choice questionnaire  
 Practical assessment at the end of the course.

#### TRAINING LOCATION:

Sonovision Training Center

#### ACCESSIBILITY:

This training is accessible to everyone.  
 Contact us if you need special accessibility assistance for handicapped trainees.

#### TRAINING QUALIFICATION:

Validity Period: *Indefinite*

#### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.

Contact:  
[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

## PRT.306 Authoring Tools – OpenConstructor – IPC

Duration:  
**14 hours**



### Goals of the training course:

On completing this training course, the participants will be able to:

- Use OpenConstructor - IPC

### Program:

#### Technical part:

- Fundamentals
  - Introduction
  - The architecture of OpenConstructor
  - Data processing and organization
- Complementary principles
  - Detailed description of the functions of OpenConstructor-IPC
  - The inputs
  - Controls
  - The outputs
  - Online help

#### Practical part:

- Practical case study
- Questions & Answers

#### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Technical Authoring.

#### PREREQUISITE:

The people welcomed into this training will have a Beginner Level of Competence.

#### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

#### CAPACITY:

10 trainees maximum per session.

#### EVALUATION METHOD:

A multiple-choice questionnaire  
Practical assessment at the end of the course.

#### TRAINING LOCATION:

Sonovision Training Center

#### ACCESSIBILITY:

This training is accessible to everyone.  
Contact us if you need special accessibility assistance for handicapped trainees.

#### TRAINING QUALIFICATION:

Validity Period: *Indefinite*

#### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.

Contact:

[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

## PRT.307 Authoring Tools – OPEN 2000 WEB

 Duration:  
**56 hours**


### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Technical Authoring.

### PREREQUISITE:

The people welcomed into this training will have a Beginner Level of Competence.

### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

### CAPACITY:

10 trainees maximum per session.

### EVALUATION METHOD:

A multiple-choice questionnaire  
 Practical assessment at the end of the course.

### TRAINING LOCATION:

Sonovision Training Center

### ACCESSIBILITY:

This training is accessible to everyone.  
 Contact us if you need special accessibility assistance for handicapped trainees.

### TRAINING QUALIFICATION:

Validity Period: *Indefinite*

### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.  
 Contact:  
[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

### Goals of the training course:

On completing this training course, the participants will be able to:

- Describe the main principles that govern the S2000 standards and the associated specific procedures.
- Describe Open Web™ and apply its significant functions.

### Program:

#### Technical part:

- S2000 specification
  - Fundamentals
    - Introduction
    - The main ATA standards
    - Presentation of the specification, its history
    - Procurement process
    - Procurement file formats
    - Illustrated Parts List
    - Realization and presentation of the IPL
    - Procurement data
  - Complementary principles
    - Initial supply data: Description and principle
    - Price books
    - Summary of training
- OPEN WEB: OPEN 2000™
  - Fundamentals
    - Introduction
    - The architecture of Open2000™
    - Treatments
    - Data organization
  - Complementary principles
    - Detailed description of the functions of Open2000™
    - The inputs
    - Controls
    - The outputs
  - Practical Exercise
    - Summary of the previous day
    - Practical case study
    - Creation and extraction of an IPL
  - In-depth practice
    - Practical case study (continued)
    - The "CDF recover" function
    - Creation and extraction of a TFILE
    - Price extraction
  - Questions answers

## **S4000P – PREVENTIVE MAINTENANCE ANALYSIS**

## PMA.305

## Introduction to Aircraft Maintenance Program Definition and Optimization

Duration:  
**21 hours**



### TARGET AUDIENCE:

The training course is aimed at Aeronautical Maintenance Program Engineer or Technician and Integrated Logistic Support Engineer or Technician.

### PREREQUISITE:

The people welcomed into this training will have a Beginner Level of Competence.

### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

### CAPACITY:

12 trainees maximum per session.

### EVALUATION METHOD:

A multiple-choice questionnaire at the end of the course.

### TRAINING LOCATION:

Sonovision Training Center

### ACCESSIBILITY:

This training is accessible to everyone. Contact us if you need special accessibility assistance for handicapped trainees.

### TRAINING QUALIFICATION:

Validity Period: *Indefinite*

### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.  
Contact:  
[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

### Goals of the training course:

On completing this training course, the participants will be able to:

- Describe how a maintenance program for an aircraft is defined and optimized
- Apply the principal basics to perform MSG-3 analyses for systems, structures, zonal and L-HIRF.

### Program:

#### Technical part:

- General Presentation of Scheduled Maintenance
  - Introduction & History
  - Maintenance Review Board (MRB) Process
  - Maintenance Planning Document (MPD)
  - Evolution & Optimization process based on in-service data
- System MSG analysis
  - MSI Selection
  - MSI: data sheet A, data sheet B, level 1 & 2, task definition
  - Safety items and CMR
- Structure MSG analysis
  - SSI Selection: SSI, PSE
  - Accidental damage
  - Environmental damage: Corrosion, CPCP
  - Fatigue damage
  - Safety items and ALS part 1 & 2
- Zonal MSG analysis
  - Zonal Analysis: standard and enhanced (EZAP)
  - L-HIRF
- Finalization
  - Task requirement consolidation & transfers
  - Scheduling concepts

## S6000T – TRAINING

## TRN.201 Introduction to ADDIE Methodology

Duration:  
**2 hours**



### Goals of the training course:

On completing this training course, the participants will be able to:

- Respond to problems that may arise in the absence of top-level management support for training, build an effective training plan, and perform a training needs analysis.
- Use the ADDIE model, understand the characteristics of the adult learner and accommodate differences when delivering training.
- Recognize when to use traditional methods of delivering training and when to use technology- based blended learning or on-the-job training methods.
- Use Kirkpatrick's four levels of evaluation and determine whether a training effort was a good return on investment.

### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Training Department.

### PREREQUISITE:

None.

### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

### CAPACITY:

10 trainees maximum per session.

### EVALUATION METHOD:

A multiple-choice questionnaire  
 Practical assessment at the end of the course.

### TRAINING LOCATION:

Sonovision Training Center

### ACCESSIBILITY:

This training is accessible to everyone.  
 Contact us if you need special accessibility assistance for handicapped trainees.

### TRAINING QUALIFICATION:

Validity Period: *Indefinite*

### Program:

#### Technical part:

- Promoting a Learning Environment
- Training Process and Plans
- Creating Effective Training Plans
- Benefits of Training Needs Analysis
- Phases and Progression of a Needs Analysis
  - Strategic
  - Preliminary and Performance
  - Quantitative
  - Wrap Up
- Phases of Curriculum Development
  - The ADDIE (Analyze, Design, Development, Implementation, Evaluation) Model
- Training Adults
- Accommodating Different Training Needs
- Training Delivery
- Traditional Delivery Methods
- Non-Traditional Delivery Methods
- Levels of Evaluation
- Kirkpatrick's Training Evaluation Levels
- Calculating ROTI

### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.

Contact:

[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)



## UPGRADE AND MAINTAINANCE OF COMPETENCES

## UMC.301 Training of Tutor

 Duration:  
**14 hours**


### Goals of the training course:

On completing this training course, the participants will be able to:

- Assimilate and master the role and responsibilities associated with the tutor.
- Reliably perform the training in their department.

### Program:

#### Technical part:

- The role of the tutor
  - The Mentor
  - The tutor
  - Its functional role
  - Its economic role in the company
- The Pygmalion effect
- Effective support (LOVE method)
  - To welcome
  - Introduce
  - Motivate
  - Listen
  - Report
- The tools
- Training

#### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Training.

#### PREREQUISITE:

None.

#### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

#### CAPACITY:

12 trainees maximum per session.

#### EVALUATION METHOD:

A multiple-choice questionnaire  
 Practical assessment at the end of the course.

#### TRAINING LOCATION:

Sonovision Training Center

#### ACCESSIBILITY:

This training is accessible to everyone.  
 Contact us if you need special accessibility assistance for handicapped trainees.

#### TRAINING QUALIFICATION:

Validity Period: *Indefinite*

#### TRAINING COSTS AND AVAILABILITY:

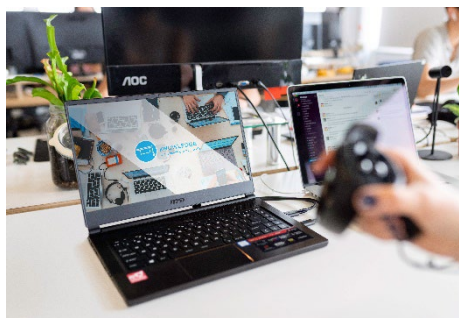
To be provided by the sales agent on request.

Contact:

[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

## UMC.302

### Occasional Trainer - How to Prepare and Present a Training Session

 Duration:  
**21 hours**


#### TARGET AUDIENCE:

The training course is aimed at any employee responsible for Training.

#### PREREQUISITE:

None.

#### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

#### CAPACITY:

12 trainees maximum per session.

#### EVALUATION METHOD:

A multiple-choice questionnaire  
 Practical assessment at the end of the course.

#### TRAINING LOCATION:

Sonovision Training Center

#### ACCESSIBILITY:

This training is accessible to everyone.  
 Contact us if you need special accessibility assistance for handicapped trainees.

#### TRAINING QUALIFICATION:

Validity Period: *Indefinite*

#### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.  
 Contact:  
[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

#### Goals of the training course:

On completing this training course, the participants will be able to:

- Understand and apply the principals of pedagogical triangle.
- Define Bloom's taxonomy.
- Promote Universal Design for Learning
- Apply pedagogical alignment.
- Implement active pedagogy methods.
- Manage a group of learners.
- Create pedagogic content.
- Conduct a training.
- Use digital tools for training materials content creation.

#### Program:

##### Theoretical Part

- Module 1: pedagogical triangle:
  - Role of the trainer
  - Learners – learning profiles
  - Optimization of pedagogical content
- Module 2: Bloom's taxonomy
  - Knowledge – Skill – Attitude
  - Action verbs according to the expected level
- Module 3: UDL:
  - Specific learning disabilities
  - Support for people with disabilities
- Module 4: Pedagogical alignment:
  - Coherence between learning and assessment objectives and activities
  - Use of Bloom's taxonomy
  - Choice of learning activities according to the target audience
  - Evaluation activities, self-assessment, feedback
- Module 5: Active pedagogy:
  - Explicit teaching
  - Experiential learning
  - Collaborative learning
  - Peer teaching
  - Case learning
  - Project-based learning
- Module 6: classroom management (face-to-face/remote):
  - Definition of class rules
  - Pedagogical relationship (respect, empathy, availability, authenticity, communication)
  - Attention – motivation – tagging sessions.
  - Supervision of learners
  - Participation
  - Interaction
  - Conflict management

## Practical Part

- Exercise 1: Introduce yourself.
  - Presentation without preparation, 2 minutes filmed (parasitic words, gestures, position, look ...)
  
- Exercise 2: Design
  - PPT creation (simplicity, sobriety)
  
- Exercise 3: Using digital tools.
  - Genially, Quizizz, Kahoot, Prezi, Canva, Evalbox, Vengage, Unsplash, Googleclassroom, Moodle, Gifconverter, mindomo, Flaticon, Freepik...
  
- Exercise 4: Train
  - Conduct a prepared course (10 minutes)
  
- Exercise 5: Evaluate
  - create an evaluation.
  - correction bias

## IT DEVELOPMENT & TOOLS

## ITD.301 IT Tools – JIRA & Confluence

Duration:  
**14 hours**



### TARGET AUDIENCE:

The training course is aimed at any employee.

### PREREQUISITE:

None.

### TRAINING MODE:

Organized according to the principles of active pedagogy, learning will take place thanks to the alternation between theoretical contributions and training exercises (role-playing games, case studies, etc.) resulting from situations identified in the profession.

### CAPACITY:

10 trainees maximum per session.

### EVALUATION METHOD:

A multiple-choice questionnaire  
Practical assessment at the end of the course.

### TRAINING LOCATION:

Sonovision Training Center

### ACCESSIBILITY:

This training is accessible to everyone.  
Contact us if you need special accessibility assistance for handicapped trainees.

### TRAINING QUALIFICATION:

Validity Period: *Indefinite*

### TRAINING COSTS AND AVAILABILITY:

To be provided by the sales agent on request.  
Contact:  
[Sonovision.training@sonovisiongroup.com](mailto:Sonovision.training@sonovisiongroup.com)

### Goals of the training course:

On completing this training course, the participants will be able to:

- Use JIRA (Bug Tracking Software)
- Use Confluence for collaboration.

### Program:

#### Technical part:

- Fundamentals
  - Introduction
  - Project concept
  - Concept of Workflow
  - Concept of outcome
  - Notion of additional components
- Discovery of JIRA
  - Create, modify, and assign an issue
  - Clone, move an issue
  - Batch actions of outcomes
  - Work journal
  - Management of estimated / spent time
  - Close an exit
  - Attach attachments
  - Software version management
  - Software components
  - Roadmap
  - Test sessions
  - Attach screenshots
  - Research
  - Filter
  - Export
  - Import
  - Agility
- Using Confluence
  - Use of JIRA in a collaborative platform concept
- Using FishEye
  - Concept of advanced mode (further study of this concept is subject to further request)