



minds!

New education concept internship program

Programa Gaia, Master in Decision
Making and Innovation Airbus Minds

AIRBUS

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New education concept internship program

AIRBUS MINDS is a program based on a new education concept which joins the university's, the company's and the business school's knowledge to get a complementary training for young engineers doing an internship at Airbus.

It is focused on 2^o year master engineering students with excellent academic results coming from Airbus key universities.

The program's aim is to increase individual awareness in the new generation of engineers about human values and how useful soft skills are to complement technical skills both in life and work. The day-to-day challenge in a company is how to achieve a better interaction with people in order to get the company results assuring engagement and personal motivation at work. And the very first step is to improve the self-awareness of the participants.

On the other hand the program teaches the participants more about the company (organization, jobs, career paths and business and transversal areas).

It has been designed by Airbus, EOI and Fundación Universidad-Empresa to teach future professionals of the Aeronautic Sector. This is a 360-degrees-development with strong specific competences related to this sector and, at the same time, a solid training in soft skills.

The program includes a one-year internship at Airbus in one of the business or transversal areas of the company.

This experience is complemented by regular breakfasts with Airbus experts of the different fields of the company.

The participants will also have the opportunity to have one week of practical experience at production area guided by shop floor managers and blue collar workers to know the real working life in an industrial company.

The online training of this AIRBUS MINDS program is developed on the Gaia's virtual Community. Thanks to this academic training, students acquire knowledge and competences in Negotiation, Project Management, Finance and Personal Branding within others.

The offline training of the program is taught by the Escuela de Organización Industrial (EOI), a very important Spanish Business School. Its objective is to reinforcing the Airbus key soft skills such as Teamwork, Communication, Presentations, Emotional Intelligence, or Decision-Making, as well as their improvement in other important aspects for the company such as Digitalization or Innovation and Creativity.

The students will develop during the year their Personal and Professional Life Plan and they will present it at the end of the internship.

To sum-up, AIRBUS MINDS is a program that, over the course of 12 months, combines an internship and three different types of training (on line, off line and company experience) with which recent graduates will start their careers to become the Future of the Aeronautic Sector.

"Beyond technical knowledge there is another world of the same importance"

Jorge Narbona, Airbus
Trainee at Future Projects Office

Airbus Minds, first edition

*"Minds is more than an
Academic program, is a life
experience"*

Elena Moya, Airbus
Trainee in ProtoSpace Getafe



Academic Program

“An opportunity to learn and to expand your horizons”

Pablo Broncano García,
Airbus DS Intern in Stress
Methods & Optimization
Department

ONLINE TRAINING

The online training of the Airbus Group Minds program is developed on Gaia's Virtual Community and is composed of different modules that, along 240 hours, will teach the students on different matters directly linked to business and companies:

DECISION MAKING

Negotiation Models

- The definition of negotiation and the characteristics of a good negotiator
- Requirements to initiate a negotiation process
- The study of different negotiation styles

Applied Negotiation

- Development of negotiation, troubleshooting, and strategic planning skills in relation with productive cooperation and conflicts avoidance

Skills that matter

- The nature of 21st century skills and the reasons skills are increasingly important in the workplace

Emotional & Cultural Intelligence

- Domains and elements of emotional

intelligence: Emotional Intelligence theory

- Development and measurement of Cultural Intelligence (Motivational CQ, Cognitive CQ, CQ drive and Strategic CQ)
- Emotional and intercultural competence in the business world: managing interculturality and diversity
- Diversity management: Basic notions and challenges

PROJECT MANAGEMENT & PRODUCTIVITY

Project Management

- The elements involved in managing a project: Initiating, planning, executing, controlling and closing
- The role and functions of a project team and a project manager
- How to develop and run a project

PMP Methodology

- The definition of the inputs, outputs, tools and techniques of a Project Management Professional PMP
- The competencies and skills of a project manager
- Different phases of PMP: going through initiation, planning, execution, monitoring and control and closing of a project

Project Appraisal

- The elements of investment project evaluation
- Steps in evaluating a project from a CBA & CEA PoV
- Tools for calculating profitability (Net Present Value)
- The study of financial, economic, and social evaluations
- An overview of the Project Appraisal Methodology and guide models

DIGITAL CAPACITIES

Personal Branding

- Meaning and implications of a personal brand

- How to create your personal brand
- The management of a personal brand
- What is networking? Meaning and networking methods

Training & lifelong learning

- The development of the Knowledge Society: defining the knowledge worker and the talent management
- Competences and training plan: Definitions, training methods and techniques
- Specific techniques for developing skills
- How to engage in life long learning

STRATEGY. LAW AND ETHICS

Corporate Law

- The basics of corporate environment: defining and classifying a corporation, and the differences and similarities between the US and Spanish jurisdictions
- Necessary steps to be taken before a company formation: pre- incorporation transactions and agreements
- Corporate Management: Actors and transactions and outcomes

Academic Program

"Minds has been a really good opportunity to develop our professional and personal life"

Sergio Rodríguez, Airbus
Trainee in Procurement Getafe

Contracts:

- What is a contract? Definition, actors, classifications, modifications and termination of contracts

INNOVATION AND CHANGE

Innovation

- Definition of innovation, types of innovation, differences between innovation and creativity and why it's required in companies nowadays.
- Understanding the concepts related to the idea of innovation and its implementation in corporate environments

Corporate Innovation

- What is Design thinking?
- Models of design thinking: IDEO model and Stanford University Design School Model
- The importance of innovation: Domination vs disruption
- Risk reduction through the Lean startup methodology

Social Innovation

- Social innovation: Main aspects and principal actors
- Social Entrepreneurs: who are social entrepreneurs?
- Social Innovation: Development of social innovation initiatives and projects, the role of a social innovator and the stages of social innovation

INVESTMENTS AND FINANCE

Finance

- What the financial system consists of, the types of financial assets and how the financial market works
- How to carry out a good Portfolio Management

Wealth Management

- Introduction to wealth management: Investment, Private banking, and Life cycle
- Financial planning phases: analysis of income and expenses, decision-making in relation to principles for personal finance management, execution of strategy and monitoring

and control.

- The necessity of Business succession plans and its planning phases

Financial information

- Introduction to financial management: How to interpret the accounting information obtained from the income statement and the balance sheet of a company

Corporate Valuation

- The importance of cash flow as an indicator of the Business Management principles
- The fundamentals of Investment analysis and investment evaluation procedures (Net Present Value and Internal Rate of Return)
- Discounted cash flows: characteristics and valuation methods

LEADING PEOPLE AND TEAMS

Recruitment and hiring

- The different processes of finding, recruiting and engaging a new employee to cover organization's needs.

Managing diversity and performance

- Diversity in the workplace: Diversity management and its relationship with innovation - The types of performance appraisal that can be used for improving the results of the organization's human resources

Motivation in the Workplace

- Webster's motivation
- Motivational theories, needs, values and goals.
- Understand how managers need to cultivate and direct the motivation that their employees already have.

DECISION MAKING

Conflict Resolution

- Recognizing and resolving conflicting needs
- Healthy and unhealthy ways of managing and resolving conflict resolution skills

Academic Program

"MINDS Program is a two-way street. The more you give from yourself, the more you will receive from it. An unique experience."

José Luis Soto, Airbus
DS Intern in Structures Design
(Getafe plant)

OFFLINE TRAINING

The offline training at the business school has been designed for the development of several competences along 130 hours of courses on:

Team Work

- The definition, dynamics, evolution and characteristics of an effective team.
- Concepts and competencies required for a high level of emotional intelligence.
- Organisational Competency Frameworks and team member competency.
- Interpersonal communication Techniques
- Conflict management styles & team conflict methods.
- The nature of hierarchy and the difference between hierarchical structures and hierarchical relationships

Emotional Intelligence

- Theoretical framework of Emotional Intelligence & applications
- Emotional self awareness & management
- EI: social awareness and relationship management

Effective Presentations

- Preparation, Planning and Structure of an Oral Presentation: Pyramid Principle
- Build Rapport
- Self-confidence talking to an audience
- The Body Language, Voice and Pronunciation
- Practice and Final Individual Presentations

Communication

- The communication process
- Interpersonal communication
- The importance of language: spoken and non-verbal communication
- Personal appearance and presentation
- Barriers to communication /Difficult communications
- Active listening
- Day-to day negotiations

Personal Leadership

- Leadership: concept and approaches
- Goleman's approach on leadership and emotional intelligence
- Situational leadership
- Leadership and power

Personal Life Project

- Self-discovery
- Keys for growth
- Personal Life Project

Strategy

- Business Strategy, and its importance in determining the future of a company.
- The philosophy of Strategic Management.
- Identification of a company's' mission
- The techniques of strategic analysis, and the assessment of importance in changes

Stress Management

- Stress: from adaptative to cronic.
- Managing stress response and perspective
- SM Technics and development of coping

Decision Taking

- Attitudes and knowledge
- Decision taking: practical methods
- FORDEC method
- Binary decisions

Creativity and Innovation

- Business model design and lean startup
- Different approaches for business models description
- Customer development : Discovery, validation, Creation & Company Building
- Best practices and trends in the application of Customer development
- Product-market fit. Mvp design and prototyping: Minimum Viable Product, Prototyping principles, Product Prototyping Techniques
- Service & Software Prototyping Techniques
- Introduction to Agile Principles and their use in corporate innovation.
- Examples of MVP and prototyping.

Academic Program

"MINDS has provided us a wealth of opportunities to achieve our maximum potential, helping us to follow our purpose in life"

Jesús Barrera Rodríguez,
Airbus DS Intern in Structural
Dynamics and Aeroelasticity

AIRBUS EXPERT SESSIONS

Airbus Breakfasts



The participants will have the possibility to hear about the experiences and the real work of people from the Airbus team (the shop-floor team, young and senior engineers with different career paths, directors and vice-presidents of the company, etc). Moreover they will focus on the different human values and soft skills that are needed and requested to work at Airbus: why they are so important and how those values and skills contribute to company results.

Topics:

- Emotional Intelligence
- Engagement: "from listening to trust"
- Team Work
- Customer Services
- Communication
- H&S + Shop floor team: the human values needed to work together
- Organization and new ways of working at Airbus
- Finance + Contract + IPR
- Shop floor team
- ONG: social contribution
- Life project – structure to follow
- Strategy and decision-making
- Leadership serving others
- Careers paths at Airbus
- Commitments and how important is language

One week at the Shop Flor

The program includes one week of practical experience at the production area guided by shop floor managers and blue collar workers to know the real working life in an industrial company.

They will have the opportunity of knowing different areas in Airbus Commercial Aircraft at Getafe Plant such as A320, A330, A350-sección19, A380-Sección 19 and Composites.



Airbus Challenge

The participants will work on an Innovation & Creativity exercise proposed by Airbus experts.

Life Project Presentation at Airbus

The students will develop during the year their Personal and Professional Life Plan and they will present it at the end of the internship.



This program includes the visit of at least one Airbus site

Airbus Minds, first edition

“Airbus Minds program consists on a training in soft skills that help you, not only to be a better professional but also a better person. In addition, all the necessary ingredients for next leader generations are analyzed, encompassing: a global vision of the business, have an attitude of service towards others, learn to inspire and influence with your ideas and decide what is really important.”

Manuel Moreno, Airbus DS Trainee in Systems Design & Integration Getafe



Schedule

"Airbus Minds has not only meant a thrust in my professional career but it has made me change the way I see my partners and myself"

Angelo Benavides, Airbus
Trainee in Programme Services
Barajas

Date	By	Module	Modality
30 Mar		Welcome - Minds Day	
3-7 Apr	FUE	Negotiation models	Online
10-14 Apr	FUE	Applied negotiation	Online
17-21 Apr	FUE	Skills that matter	Online
24-27 Apr	FUE	Emotional & Cultural Intelligence	Online
28 April	AIRBUS	Breakfast I: Emotional Intelligence	In-class
1-5 May	FUE	Project management	Online
8-11 May	FUE	PMP	Online
12 May	AIRBUS	Breakfast II: Engagement: from listening to trust	In-class
15-19 May	FUE	Project Appraisal	Online
29 May-1 Jun	FUE	Personal Branding	Online
2 June	AIRBUS	Breakfast III: Team work	In-class
5-9 Jun	FUE	Training & Lifelong learning	Online
26-29 Jun	FUE	Corporate law	Online
30 June	AIRBUS	Breakfast IV: Customer orientation	In-class
3-7 Jul	FUE	Contracts	Online
11-13 Jul	EOI	Team Work	In-class
14 Jul	AIRBUS	Breakfast V: Communication	In-class
24, 26-27 Jul	EOI	Effective Presentations I	In-class
17 Jul-1 Sep	FUE	Holidays	

Date	By	Module	Modality
4-8 Sep	FUE	Innovation	Online
11-15 Sep	FUE	Corporate innovation	Online
18-22 Sep	FUE	Social innovation	Online
26-28 Sep	EOI	Innovation and creativity	In class
29 Sep	AIRBUS	Breakfast VI: H&S / Shop Floor Team I	In-class
2-6 Oct	FUE	Finance	Online
9-10 Oct	FUE	Wealth management	Online
11 Oct	AIRBUS	Breakfast VII: Organization / New ways of working at Airbus	In-class
16-20 Oct	FUE	Financial information	Online
23-27 Oct	FUE	Corporate evaluation	Online
30-31 Oct	EOI	Stress management	In class
3 Nov	AIRBUS	Breakfast VIII: Finance/ Contrats/ IPR	In-class
7-9 Nov	AIRBUS	Innovation and creativity	In-class
14-16 Nov	EOI	Digitalization	In class
21-23 Nov	EOI	Presentations II	In class
27-30 Nov	FUE	Recruitment and hiring	Online
1 Dec	AIRBUS	Breakfast IX: Shop Floor Team II	In-class
4-8 Dec	FUE	Managing diversity and performance	Online
12-14 Dec	EOI	Life project	In class
18-22 Dec	FUE	Motivation in the workplace	Online

Schedule

Date	By	Module	Modality
21 Dec	AIRBUS	Breakfast X: NGO	In-class
25 Dec-7 Jan		Holidays	
9-11 Jan	EOI	Communication	In-class
12 Jan	AIRBUS	Breakfast XI: Life project	In class
15-19 Jan	FUE	Conflict resolution	Online
23-25 Jan	EOI	Strategy	In class
26 Jan	AIRBUS	Breakfast XII: Strategy and decision making	In class
30 Jan-1 Feb	AIRBUS	Innovation challenge 1	In class
6-7 Feb	EOI	Leadership and service vocation	In class
13-14 Feb	EOI	Decision making	In class
16 Feb	AIRBUS	Breakfast XIII: Leadership: serving others	In class
20-22 Feb	AIRBUS	Innovation challenge 2	In class
26 Feb-15 Mar	AIRBUS	Project presentation at Airbus	In class
6-8 Mar	EOI	Emotional Intelligence	In-class
9 Mar	AIRBUS	Breakfast XIV: Carrier paths at Airbus	In class
16 Mar	AIRBUS	Breakfast XV: Airbus closing breakfast	In class
22 Mar	AIRBUS	Closing event	In class
Oct - Nov		All students will have one week at the Shop Floor	

Useful info

Airbus Group

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Collaboration of #AirbusGetafePlant

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