

**WELCOME ABOARD - READY FOR TAKE OFF**

# Business Environment (PEC) L3 - International management

2020 - 2021

## LEARNING OBJECTIVES

- Improve your communication skills,
- Translating experiences into skills (Social skills, know-how, knowledge)
- Matching skills and planned job environment
- Knowledge of the international professional environment (mainly English-speaking)
- Knowledge of the corporate core value,
- International cultural cross management initiation,



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## (PEC) PROGRAM

### DAY 1

Course	Content	Activities	Date	Times
1	<b>Presentation</b>	<ul style="list-style-type: none"> <li>• Lecturer presentation,</li> <li>• Courses presentation and associated agenda,</li> <li>• Course Stakes,</li> <li>• Evaluation methods,</li> <li>• The importance of failure,</li> </ul>	24/09/2020	14.00-15.00
2	<b>Effective communications skills,</b>	<ul style="list-style-type: none"> <li>• To consider verbal and non-verbal communication methods</li> <li>• To understand and practice effective listening skills</li> <li>• To communicate in clear, respectful and non-judgmental ways</li> </ul>		15.00-16.00
3	<b>Experiences / Skills</b>	<ul style="list-style-type: none"> <li>• « Skill » (Social skills, know-how, knowledge)</li> <li>• List of experiences (professional, academic, personal, family, etc.)</li> <li>• Personality test,</li> </ul>		16.00-17.00

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**(PEC) PROGRAM****DAY 2**

Course	Content	Activities	Date	Times
4	<b>Values</b>	<ul style="list-style-type: none"> <li>• Values in recruitment,</li> <li>• Core corporate values,</li> </ul>	25/09/2020	14.00-14.30
5	<b>International Environment</b>	<ul style="list-style-type: none"> <li>• Apply internationally: challenges and specificities</li> </ul>		14.30 – 15.30
		<ul style="list-style-type: none"> <li>• Working internationally: issues and specificities</li> <li>• <b>Speaker#1 : Rui Trindade</b> – Sales Manager in the aviation industry in VIE at Miami (Florida)</li> </ul>		15.00-16.00
6	<b>Interviews</b>	<ul style="list-style-type: none"> <li>• Social medias, fine-tuning of your image on the social media, zoom on LinkedIn</li> </ul>		16.00-17.30
		<ul style="list-style-type: none"> <li>• CV Preparation &amp; cover letter, good practices,</li> </ul>		
		<ul style="list-style-type: none"> <li>• Interview preparation (Check-List tool as an airlines pilot)</li> </ul>		
		<ul style="list-style-type: none"> <li>- CRM : Crew Ressources management parallel with aviation industry</li> <li>- Creation of the interview check-list preparation,</li> <li>- Personality Questionnaires - Four Temperaments Test</li> </ul>		

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Course	Content	Activities	Date	Times
6	<b>Interviews</b>	<ul style="list-style-type: none"> <li>• Refresh courses - Briefing 2 days, agenda and objectives</li> <li>• Conducting an interview (In the skin of a candidate &amp; a recruiter)</li> <li>• Application : business games</li> </ul>	05/11/2020	14.00-17.00
7	<b>Cross Culture Management,</b>	<ul style="list-style-type: none"> <li>• Basics and academic approach,</li> <li>• Zoom on The Hofstede dimensions of cultures,</li> </ul>	06/11/2020	14.00-14.30
		<ul style="list-style-type: none"> <li>• <b>Speaker#1 : Severinka Radosavljevic</b></li> <li>• Digital Sales Director Asia Pacific at Airbus</li> </ul>		14.30-15.00
		<ul style="list-style-type: none"> <li>• Application : Group Presentation</li> </ul>		15.00 - 17.30


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EVALUATION		
Evaluation Method	Evaluation place	Delivery date
<b>1 min. video self-promotion/presentation (video) (20%)</b>	Home office	Between session 1 & 2
<b>Your customized pack interview (50%)</b>	Home office	Between session 1 & 2
▪ <b>Check list interview preparation</b>	Home office	Between session 1 & 2
▪ <b>Experience into skills personal mapping,</b>	Home office	Between session 1 & 2
▪ <b>CV and Cover letter</b>	Home office	Between session 1 & 2
▪ <b>LinkedIn profile</b>	Home office	Between session 1 & 2
▪ <b>Personality Questionnaires</b>	Home office	Between session 1 & 2
<b>Delivery : PDF book and to be shared on the MOMA Platform</b>		
<b>Cross-culture management (group presentation on a specific region) (30%)</b>		
▪ <b>How to deal/manage with people in (North America, South America, Central America and the Caribbean), (Sub-Saharan Africa), (South Europe, North Europe Scandinavia), (Middle East and north Africa), (South east Asia (India + regions), (China, Asia and Pacific...), (EIS Countries),</b>	Preparation in small group, Group presentation	On session 2

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EVALUATION		
<b>Cross-culture management (group presentation on a specific region) (30%)</b>		
<b>How to deal/manage/do business with people from :</b>		
<ol style="list-style-type: none"> <li>1. (North America, South America, Central America and the Caribbean)</li> <li>2. (Sub-Saharan Africa) + (Middle East and north Africa)</li> <li>3. (South Europe, North Europe Scandinavia)</li> <li>4. (EIS Countries),</li> <li>5. (South east Asia (India + regions)</li> <li>6. (China, Asia and Pacific...)</li> </ol>		
<ul style="list-style-type: none"> <li>• 6 groups,</li> <li>• 15 min presentation per group,</li> <li>• 5 min question</li> <li>• Date of the presentation : <b>06/11/2020</b></li> </ul>		
		
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## GROUPS

### Cross-culture management (group presentation on a specific region) (30%)

Group 1 :	Groupe 2 :	Groupe 3 :	Group 4 :	Group 5 :	Group 6 :
Daniela Bocanegra Sofia Sandrim Luna Martins Sacha Falandry Yannaëlle Le Pape Marie Garcia Yassir Boutaher M'ddioui	Rihab Awhane Ilyes Bourkane Fatima Filali Mathilde Giraudeau Elsa Shun Pauline Coulet Natalia Kielbasa Yanis Bensetti	Albane Mondamert Carla Pradinas Emma Debrie Loana Ziadi Alice Guerin Lisa Thiery Benjamin Appaix	Sofia Abdou Caroline Vilesy Angele Cipra Baptiste Titaut Lucas Vairon Maxime Almerge Ilinka Deydier	Doity Ly Julie Allam Louana Encinas	Thais Jouve-Villard Hanae Aigon de Montreidon Nhung Nguyen Margot Garre Audrey Blanc Tomas Millet Hyewon Jin Caroline Nham

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## CHAPTER 3

# Experiences into Skills

2020 - 2021

### LEARNING OBJECTIVES

- You need to know yourself to choose the right career,
- You need to know your values, interests, skills, and talents,
- What are you plan and your B plan,

KEEP  
CALM  
AND SHOW  
YOUR  
TALENT

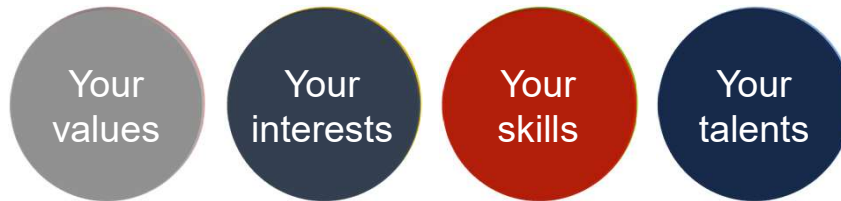
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## GETTING TO KNOW YOURSELF



- You need to know yourself to choose the right career.
- You need to know your values, interests, skills, and talents.
- **Self-Awareness Means Knowing Yourself**



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## WHAT I WANT YOU TO DO

1. Complete the table with your experiences (a) and associate skills (b)

Professional	Extra-professional	Sport	Hobbies/Lifestyle	Friends/Family

2. Explain your experiences in few words

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3. Explain three skills based on experiences

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### EXPERIENCES...

Professional	Extra-professional	Sport	Hobbies/Lifestyle	Friends/Family
Aviation	Professor at University	Windsurf	Travelling	Music family
International	Musical show	Padel	Music/guitar	South of France
Negotiation	Guitar professor	Fitness	Flamenco/Rumba	Aviation friend
Master degree		Sailing	Networking	Father of 3 y/o kid
Advanced aviation training			Conference	International friends
PBH / MRO				Brotherhood

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### EXPERIENCES...

Social skill
Know-how
Knowledge


Professional	Extra-professional	Sport	Hobbies/Lifestyle	Friends/Family
Aviation	Professor at University	Windsurf	Travelling	Music family
International	Musical show	Padel	Music/guitar	South of France
Negotiation	Guitar professor	Fitness	Flamenco/Rumba	Aviation friend
Master degree		Sailing	Networking	Father of 3 y/o kid
Advanced aviation training			Conference	International friends
PBH / MRO				Brotherhood

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## ...TO SKILLS

Social skill	Know-how	Knowledge
<ul style="list-style-type: none"> <li>• Patience</li> <li>• Resourceful</li> <li>• Dedication</li> <li>• Tenacity</li> <li>• Passion</li> <li>• Respect</li> <li>• Leadership</li> <li>• Community ship</li> <li>• Understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Versatility</li> <li>• Creative</li> <li>• Innovative</li> <li>• pro-active</li> <li>• Expertise</li> <li>• Focus</li> </ul>	<ul style="list-style-type: none"> <li>• Team management</li> <li>• Marketing</li> <li>• Negotiation, sciences,</li> <li>• Aircraft performances,</li> <li>• Aviation industry,</li> <li>• Geo-politics,</li> <li>• Cross cultural management,</li> <li>• Finances,</li> <li>• Contract management,</li> </ul>

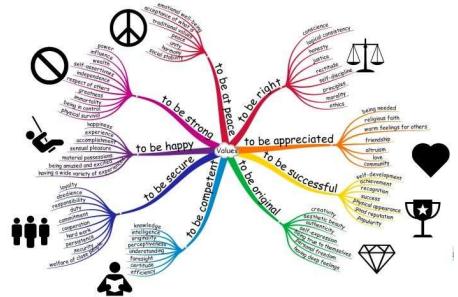


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## EVALUATION - EXPERIENCE TO SKILLS



1. Build your own personal mapping profile,
2. Try to be original and creative or analytics and conventional
3. Include it into your “pack interview”



- Date of the presentation : **before 31<sup>st</sup> of October 2020**



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**PERSONALITY TEMPERAMENT TEST**



***Personality Temperament Test***

**SCORING SHEET**

**INSTRUCTIONS:** This is a Personality Temperament Test taken from Tim LaHaye's book, "Why You Act The Way You Do". It helps assess your temperament of potential strengths & weaknesses. It's very simple and takes about 45 minutes to complete. There are 4 Sections below. In each section you will find a series of descriptive words. Your job is to read each word and put a number next to it according to how well it describes the REAL you. After you have completed all 4 Sections go to page 2 for further instructions. To get a more accurate assessment of your temperament have 3-4 close friends &/or family members also complete a test about your temperament.

**REMEMBER:** It's important that you be honest and objective. Don't mark a box according to how you want to be seen, rather mark it according to how you really are. If it is NATURALLY who you are then it isn't something that you are "working on" nor is it something that requires a lot of effort in order for you to be that way. It just comes natural. Some of the descriptive words below are very flattering words and some are unflattering words. Don't answer according to how you want to be or don't want to be. **BE COMPLETELY 100% HONEST WITH YOURSELF.... BE RAW ABOUT WHO YOU ARE RIGHT NOW AT THIS POINT IN YOUR LIFE.**

SCORING CRITERIA: Score how each word best describes you:			
1 =	"That is definitely NOT me!"	2 =	"That is usually NOT me."
3 =	"That is usually me."	4 =	"That is mostly me."
	5 =	"That IS definitely me!"	

P

**PERSONALITY TEMPERAMENT TEST**



SECTION 01	SECTION 02	SECTION 03	SECTION 04
<input type="checkbox"/> emotional <input type="checkbox"/> egotistical <input type="checkbox"/> interrupts others <input type="checkbox"/> compassionate <input type="checkbox"/> impulsive <input type="checkbox"/> disorganized <input type="checkbox"/> impractical <input type="checkbox"/> funny <input type="checkbox"/> forgetful <input type="checkbox"/> easily discouraged <input type="checkbox"/> very positive <input type="checkbox"/> easily angered <input type="checkbox"/> undisciplined <input type="checkbox"/> extrovert <input type="checkbox"/> refreshing <input type="checkbox"/> lively/spirited <input type="checkbox"/> weak-willed <input type="checkbox"/> spontaneous <input type="checkbox"/> talkative <input type="checkbox"/> delightful/cheerful <input type="checkbox"/> enjoyable <input type="checkbox"/> popular <input type="checkbox"/> friendly/sociable <input type="checkbox"/> "bouncy" <input type="checkbox"/> restless <input type="checkbox"/> difficulty concentrating <input type="checkbox"/> likes to play <input type="checkbox"/> difficulty keeping resolutions <input type="checkbox"/> lives in present <input type="checkbox"/> difficulty with appointments	<input type="checkbox"/> optimistic <input type="checkbox"/> determined <input type="checkbox"/> bossy <input type="checkbox"/> goal-oriented <input type="checkbox"/> decisive <input type="checkbox"/> frank <input type="checkbox"/> self-confident <input type="checkbox"/> sarcastic <input type="checkbox"/> workaholic <input type="checkbox"/> self-sufficient <input type="checkbox"/> practical <input type="checkbox"/> headstrong <input type="checkbox"/> activist <input type="checkbox"/> outgoing <input type="checkbox"/> domineering <input type="checkbox"/> adventurous <input type="checkbox"/> aggressive <input type="checkbox"/> competitive <input type="checkbox"/> leadership ability <input type="checkbox"/> daring <input type="checkbox"/> persevering <input type="checkbox"/> bold <input type="checkbox"/> strong-willed <input type="checkbox"/> persuasive <input type="checkbox"/> hot-tempered <input type="checkbox"/> resourceful <input type="checkbox"/> insensitive <input type="checkbox"/> outspoken <input type="checkbox"/> unsympathetic <input type="checkbox"/> productive	<input type="checkbox"/> deep feeling <input type="checkbox"/> critical <input type="checkbox"/> insecure <input type="checkbox"/> sensitive <input type="checkbox"/> indecisive <input type="checkbox"/> hard to please <input type="checkbox"/> self-centered <input type="checkbox"/> pessimistic <input type="checkbox"/> depressed easily <input type="checkbox"/> easily offended <input type="checkbox"/> idealistic <input type="checkbox"/> loner <input type="checkbox"/> self-sacrificing <input type="checkbox"/> introvert <input type="checkbox"/> faithful friend <input type="checkbox"/> analytical <input type="checkbox"/> considerate <input type="checkbox"/> likes behind the scenes <input type="checkbox"/> suspicious <input type="checkbox"/> respectful <input type="checkbox"/> introspective <input type="checkbox"/> planner <input type="checkbox"/> perfectionist <input type="checkbox"/> scheduled <input type="checkbox"/> unforgiving/resents <input type="checkbox"/> orderly <input type="checkbox"/> creative <input type="checkbox"/> detailed <input type="checkbox"/> moody <input type="checkbox"/> gifted (musically or athletically)	<input type="checkbox"/> very quiet <input type="checkbox"/> selfish <input type="checkbox"/> unenthusiastic <input type="checkbox"/> negative <input type="checkbox"/> regular daily habits <input type="checkbox"/> hesitant <input type="checkbox"/> shy <input type="checkbox"/> stingy <input type="checkbox"/> aimless <input type="checkbox"/> not aggressive <input type="checkbox"/> stubborn <input type="checkbox"/> worrier <input type="checkbox"/> spectator of life <input type="checkbox"/> works well under pressure <input type="checkbox"/> indecisive <input type="checkbox"/> adaptable <input type="checkbox"/> slow and lazy <input type="checkbox"/> submissive to others <input type="checkbox"/> easy going <input type="checkbox"/> reserved <input type="checkbox"/> calm and cool <input type="checkbox"/> content/satisfied <input type="checkbox"/> efficient <input type="checkbox"/> patient <input type="checkbox"/> dependable <input type="checkbox"/> listener <input type="checkbox"/> witty/dry humor <input type="checkbox"/> pleasant <input type="checkbox"/> teases others <input type="checkbox"/> consistent

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## PERSONALITY TEMPERAMENT TEST



# Personality Temperament Test

### ANALYSIS

**ONCE YOU HAVE COMPLETED ALL 4 SECTIONS...**

After you have completed all 4 Sections go back and cancel out each description that you scored either a 1 or 2 by drawing a line through that number. Since that score is so low it doesn't really apply to your overall scoring in each Section. Now add up all of the 3's, 4's, & 5's in each Section and write your total at the bottom of each appropriate section. The section with the highest score is your Primary Temperament and the section with the second highest score is your Secondary Temperament. No one is one pure temperament, but instead we are a blend of all the temperaments.

**WHAT'S MY PERSONALITY TEMPERAMENT?**

Each section represents one of four Temperaments:

SECTION 1: **Sanguine Temperament** (fun-loving extrovert; outgoing; very social; "the life of the party") - EXTROVERT

SECTION 2: **Choleric Temperament** (focused; extrovert; goal oriented; "the achiever") - EXTROVERT

SECTION 3: **Melancholy Temperament** (detailed; introspective; artistic; "the naturally gifted") - INTROVERT

SECTION 4: **Phlegmatic Temperament** (easy going; stable; consistent; "the loyal friend") - INTROVERT



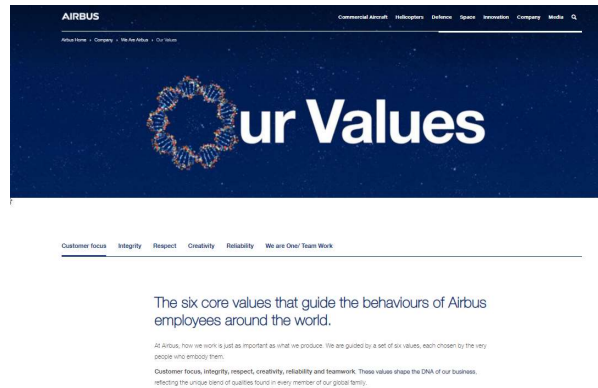
## PERSONALITY TEMPERAMENT TEST (END OF DAY 1)

	Wet: Short-lived response	Dry: Sustained response	
"Socially Useful" type	<h3>Sanguine</h3> <p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>-sociable</li> <li>-charismatic</li> <li>-outgoing</li> <li>-confident</li> <li>-warm-hearted</li> <li>-pleasant</li> <li>-lively</li> <li>-optimistic</li> <li>-a fun lover</li> <li>-spontaneous</li> <li>-a preventer of dull moments</li> <li>-a quick apoloizer</li> <li>-an easy friend maker</li> </ul> <p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>-impulsive</li> <li>-chronically late</li> <li>-shamless</li> <li>-forgetful</li> <li>-a compulsive talker</li> <li>-too loud</li> <li>-sometimes too happy</li> <li>-distractible</li> <li>-not interested in following through with tasks that are boring</li> <li>-self-absorbed</li> <li>-an exaggerator</li> <li>-someone who appears unauthentic</li> </ul>	<h3>Choleric</h3> <p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>-ambitious</li> <li>-passionate</li> <li>-leader-like</li> <li>-focused</li> <li>-efficient</li> <li>-practical</li> <li>-good at planning</li> <li>-good at problem solving</li> <li>-confident</li> <li>-motivating</li> <li>-a delegator</li> <li>-usually right</li> <li>-great in an emergency</li> </ul> <p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>-aggressive</li> <li>-domineering</li> <li>-inflexible</li> <li>-impatient</li> <li>-rude and tactless</li> <li>-argumentative</li> <li>-unable to relax</li> <li>-uncomfortable around emotion</li> <li>-low on empathy</li> <li>-discouraged by failures</li> <li>-too busy for people</li> <li>-intolerant</li> <li>-a leader who demands loyalty</li> </ul>	<p>"Ruling, Dominant" type</p> <p><b>Roles:</b></p> <ul style="list-style-type: none"> <li>Leaders</li> <li>Producers</li> <li>Builders</li> </ul> <p>Fire</p>
Hot: Quick response			
Cold: Slow response	<h3>Phlegmatic</h3> <p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>-relaxed</li> <li>-quiet and calm</li> <li>-content with themselves</li> <li>-kind</li> <li>-consistent</li> <li>-a steady and faithful friend</li> <li>-accepting</li> <li>-affectionate</li> <li>-diplomatic</li> <li>-peacemaking</li> <li>-rational</li> <li>-curious</li> <li>-observant</li> <li>-an easy friend maker</li> </ul> <p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>-sometimes shy</li> <li>-fearful of change</li> <li>-prone to laziness</li> <li>-stubborn</li> <li>-passive-aggressive</li> <li>-indecisive</li> <li>-permissive</li> <li>-not goal oriented</li> <li>-unenthusiastic</li> <li>-too compromising</li> <li>-undisciplined</li> <li>-sarcastic</li> <li>-discouraging</li> <li>-non-participative</li> </ul>	<h3>Melancholic</h3> <p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>-thoughtful</li> <li>-considerate</li> <li>-cautious</li> <li>-organized</li> <li>-an excessive planner</li> <li>-schedule oriented</li> <li>-detailed</li> <li>-highly creative in poetry, art and invention</li> <li>-independent</li> <li>-good at preventing problems</li> </ul> <p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>-obsessive</li> <li>-too cautious</li> <li>-prone to depression</li> <li>-prone to moodiness</li> <li>-perfectionistic</li> <li>-pessimistic</li> <li>-difficult to please</li> <li>-deeply affected by tragedy</li> <li>-a person with tunnel vision</li> <li>-sometimes a procrastinator</li> <li>-discontent with themselves and others</li> <li>-prone to play the martyr</li> </ul>	<p>Earth</p> <p><b>Roles:</b></p> <ul style="list-style-type: none"> <li>Artists</li> <li>Musicians</li> <li>Inventors</li> <li>Philosophers</li> <li>Doctors</li> </ul> <p>"Avoiding" type</p>
Water			
"Getting" type			



## CORPORATE SOCIAL RESPONSABILITY

- A great example : Airbus



- What are yours ? Please **select few exemple according to your experience and ambitions ?**
- Make a list of core values that are important to the vision for your organizational culture
- **Prioritize the top 5 core values**
- Which company do you feel close to ? What are values which make sense for you ?

<https://www.youtube.com/watch?v=I9IyDvkxADU>

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## SOCIAL MEDIAS, FINE-TUNING OF YOUR IMAGE ON THE SOCIAL MEDIA, ZOOM ON LINKEDIN

1. Craft an informative profile headline
2. Display an appropriate photo
3. Show off your education
4. Develop a professional summary statement
5. Fill your "Specialties" section with keywords
6. Update your status weekly
7. Show your connectedness with LinkedIn Group badges
8. Claim your unique LinkedIn URL (<https://www.linkedin.com/in/dimitri-boursy/>)
9. Share your work
10. Get in touch with interesting people and please personalize !



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## CV PREPARATION & COVER LETTER, GOOD PRACTICES,



### 1. Personal Details

- Education
- Employment / Work Experience
- Interests & Hobbies
- References / Referees

Additional Information : Key skills / Profile = All OPTIONAL

### 2. Education

- Start with CURRENT information
  - ✓ Follow a format & stick to it...
  - ✓ (Name of course / institution (include dates...grades / list of subjects...key information)
  - ✓ Secondary Education

### 3. Employment / Work Experience

- Start with current - most recent full-time /summer (work chronologically - most recent first...
- Follow a format & stick to it...
  - Name of company / Job Title / Duties
  - List 4/5 key duties in bullet format.
  - Avoid long flowery sentences / paragraphs...
  - Repeat format for necessary number of jobs FT / PT/ Summer/Avoid
  - Gaps / Missing Years

### 4. Interests / Hobbies

- Try to mention both group & individual activities
- Mention achievements...e.g. captain of club / represented college / county / country in .....football/basketball / swimming / table-tennis ....?
- Trying to create a consistent image of yourself over the last 3 / 5 / 8 years ....college / school etc.
- Team player ? Do you work best on your own...?
- How is this reflected in hobbies / interests....?

### 5. Additional Information / Key Skills

- Key section – Allows YOU to stand out from the crowd!
- What are your “unique selling points”?
- Foreign language skills .... fluency / time spent abroad
- Driving Licence... Full & clean
- First Aid...
- Computer Skills ...list packages
- Research skills ....projects / thesis
- Communication skills...oral / written
- Volunteering

### 6. Referees / References

- Include name, address, contact number & email address for previous employers & academic staff. Ideal 1 academic & 1 work Referee named
- “References available on request” – line can be used if space is short.

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## INTERVIEW PREPARATION



- ✓ Prepare your own interview check list,
- ✓ List the different phases of a job interview,
  - ✓ ...
  - ✓ ...
  - ✓ ...
- ✓ Please remind preparation is the most important phase, (Did You Know : During a complex negotiation : 70% of preparation and 30% of effective negotiation)
- ✓ Also don't forget to follow up your job interview,
- ✓ Every airlines has its own check-list, make yours different and unique !
- ✓ NB : this exercise is part of the course evaluation

### MONTPELLIER MANAGEMENT NORMAL CHECKLIST

Issue No.: 14  
Date: 20.07.20

CH2	FINAL COCKPIT PREPARATION	CH2	AFTER TAKE OFF
SERVICEABILITY	CHECKED	LANDING GEAR	UP
GEAR PROSECURES	CHECKED	FLAPS	30%
AIRCRAFT DOCUMENTS/IFB	ONBOARD	PWR MANAGEMENT/WP	CLIMB/CHECKED
ENGINE TEST	PERFORMED	BLEED VALVES	ON
PARKING BRAKE	ON and PRESSURE CHECKED	PRESSURIZATION	CHECKED
ALTIMETERS	SET and CHECKED	TAXI LIGHT	OFF
LANDING ELEVATION	SET	MEMO PANEL	CHECKED
COMMUNICATIONS	SET	ALTIMETERS	1013 SET & CHECKED
FUEL QUANTITY	CHECKED	<i>*if cleared by a flight crew</i>	
SMOKE FUEL USED	RESET	CH2 CRUISE	CRZ
MEMO PANEL (check and blue light on)	CHECKED	PWR MANAGEMENT	ADJUSTED
POWER MANAGEMENT	SET	FLIGHT CONDITIONS	OBSERVED
FLY DATA RECORDER	ON	ALL ENGINE PARAMETERS AND PRESSURISATION	CHECKED
SMOKE DETECTORS	ON	CH2 DESCENT	DESCENT
NOSE/WHEEL STEERING	AS REQD	LOCAL	RECALL
CH2	AFTER LOADING	LANDING BUGS/DATA	SET and CROSS CHECKED
TARGET INDEX AND DATA	CROSS CHECKED	LANDING ELEVATION	CHECKED
INTERMEDIATE LOADING CHECK	COMPLETED	APPROACH BRIEF INCLUDING TARGET SPEEDS	COMPLETED
SUBROUTINE/SPILL	REWEIGHED	ANTI ICE/CONFIG LIGHT	AS REQD
HAZARDOUS GOODS	SEALING	CH2 APPROACH	APPROACH
FINAL INTERNAL CHECK	COMPLETED	ALTIMETERS	QNH SET and CHECKED
FINAL EXTERNAL CHECK	VERIFIED	CROSS ALTIMETER	CHECKED
PLANNED EMPTY BINS/ONES	VERIFIED	SPEED/CLIMB ADA LIGHT	CHECKED
PAPERWORK	CROSS-CHECKED AND COMPLETED	CONF LIGHT	AS REQD
<b>*RECHECK THE PAYLOAD FIGURE BETWEEN THE USUAL, LOAD CONTROL SHEET AND THE LOADSHEET. THE RAMP FUEL AND WEP FUEL FIGURES ON THE LOADSHEET WILL BE CROSSCHECKED WITH THE OFF.</b>			
CH2	BEFORE START	CH2	BEFORE LANDING
TAIL PROP	CLOSED	LOCK GEAR	DOWN, 3 GREEN
DOORS	CLOSED	FLAPS	30
TAKE OFF BUGS / DATA	SET and CROSS CHECKED	PWR MANAGEMENT	TAKE OFF
TRIP	SET	TU	LO DRP
FUEL PUMPS	ON	CL 1 & 2	MAX RPM / 80% / AUTO
PARKING BRAKE	ON and PRESSURE CHECKED	ICE/ADA LIGHT	CHECKED
SEACON	ON	MISSED APPROACH ALTITUDE	SET
CH2	BEFORE TAXI	EXTERNAL LIGHTS	ON
LOCK/COPI HATCH	CLOSED	CH2	AFTER LANDING
NOSE WHEEL STEERING	ON	TRANSPONDER	AS REQD
ANTI ICE	AS REQD	TEAR/DRAIN	ENGAGED
PROF BRAKE	AS REQD	GUST LOCK	OFF
EMERGENCY EXIT LIGHTS	ARMED	FLAPS	30%
CL 1 + 2	TESTED	TRIMS	RESET
TRANSPONDER	15	LAND LIGHTS / STROBES	OFF
AS REQD	MAX RPM/AUTO	ANTI-ICE/ICE/ALL PROBE HTG	OFF
CH2	TAXI	ICE/ADA LIGHT	OFF
TAXI LIGHT	ON	ENG START ROTARY SELECTOR	OFF
BRAKES	CHECKED	<b>SINGLE ENGINE TAXI IS PROHIBITED ON THE LAST FLIGHT OF THE DAY, ON SLEPPY TAXIWAYS AND/OR ON WINDY SLEPPY.</b>	
APN ROTARY SELECTOR	SET	CH2	SHUTDOWN
ROTOR CONFIGURATION	T/O WEIGHT	PARKING BRAKE	ON
TADAR	TESTED	TAXI & T/O LIGHTS	OFF
T/O DESTING	TESTED and STANDBY	ENGINE	PERFORMED
CH2	BEFORE TAKE OFF	CL 2 TEST	PWR THEN FUEL 30
BLEED VALVES	OFF	PROF BRAKE	FTR
AIR FLOW	NORMAL	TRANSPONDER	ON and LOCKED
GUST LOCK	RELEASED	SEACON	ON (as per heavy light is extinguished)
FLIGHT CONTROLS	CHECKED	CH2	TERMINATING
TRANSPONDER / TCAS	ALT/AUTO or TA/RA	TAIL PROP	ON POSITION
RAWR	AS REQD	OXYGEN SUPPLY	OFF
CONF. RELIGHT	AS REQD	SMOKE DETECTORS	OFF
CH2	BEFORE TAKE OFF	ICE/RAIN PROTECTION	OFF
RUDER CAR (with RUDDER PEDALS CENTERED)	CENTERED	EXTERNAL LIGHTS	OFF
T/O BRK (as per hand up)	CENTERED	EMERGENCY EXIT LIGHTS	DISARMED
COMPASSES	CHECKED	DEFERRANCE/COMMAN	OFF
COCK	CHECKED	TRANSPONDER	STRY / OFF
EXTERNAL LIGHTS	RCL, T/O INHIBIT	REL CHECK	COMPLETE
		CL 2	FUEL SHUT OFF
		FUEL PUMPS 1 + 2	OFF
		GPU	OFF
		BATTERY	OFF

*trust yourself*

PEC L3 IM - 2020/2021 – D.BOURSRY

