

# Training for occasional trainers

Hands-on course of 2 days - 14h

Ref.: FOC - Price 2024: €1 340 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

- Understand the learning process and adult education
- Define educational objectives and a process
- Design educational activities and materials
- Master leadership techniques for a group of trainees
- Evaluate the training action and monitor it

## HANDS-ON WORK

Workshops to practice techniques for designing and leading occasional trainings related to specific business contexts.

## THE PROGRAMME

last updated: 07/2021

### 1) Understanding training principles

- Differences between a tutor and a trainer.
- The role of the trainer.
- Principles of adult education.
- The learning process.
- Keys to effective training.

*Group discussion* : Discussions, sharing practices.

### 2) Motivating an adult to learn

- Training motivation sources.
- Key points in the trainer's attitude.
- Taking into account resistance to change.

*Case study* : Analyzing examples experienced by participants, exchanging practices.

### 3) Designing the training

- Identifying the context and challenges of the training action.
- Analyzing the demand and the objective.
- Planning educational activities.
- Designing educational materials.
- Planning the outline of the training: Topics and instructional sequence.
- Creating tools for participants: Summary sheet, case studies, quiz, etc.

*Case study* : Case studies created from professional situations.

### 4) Leading the training clearly and vividly

- Working on your introduction and the presentation phase.
- Public speaking.
- Making your explanations clear and accessible.
- Using different types of exercises.
- Assessing what was learned during the course.

*Role-playing* : Simulated exercises, analyzing strengths and areas for improvement.

### 5) Using the group dynamic for educational purposes

- Encouraging participation and interest.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

- Verifying understanding.
  - Using the group to move forward.
- Role-playing* : Simulated instruction, taking different participant attitudes into account.

#### 6) Managing delicate situations

- Spotting signs of obstacles.
- Handling difficult participants.
- Knowing how to reframe discussions.

*Role-playing* : Training, sharing practices.

#### 7) Evaluating and monitoring the training action

- Assessing satisfaction.
- Measuring the acquisition of skills.
- Analyzing skill transfers.
- Calculating return on investment.

*Role-playing* : Practicing concluding a training session using feedback and evaluation tools.

## DATES

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### REMOTE CLASS

2024 : 01 Jul, 10 Oct