# 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.

- 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

REMOTE CLASS
2025 : 06 Mar, 19 Jun, 04 Sep, 04
Dec