Publication date : 05/16/2024

Course : Training assistant, the job

facilitating procedures and supporting employees

Practical course - 2d - 14h00 - Ref. ASF

Price : 1280 € E.T.

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This training course will enable you to understand your role and responsibilities in the various stages of the training process, and to master the different financing methods. You will learn how to monitor training actions using dashboards adapted to the latest reform of the "Avenir Professionnel" law.

Teaching objectives

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

- Identify your role and mission
- Mastering the various training systems
- Understanding training financing methods
- Monitor and optimize training initiatives
- Build customized dashboards.

Intended audience

Training assistants who want to consolidate their skills and master new aspects of professional training. Anyone wishing to progress in this field.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Case studies in groups, construction of a skills development plan and dashboards.

Course schedule

PARTICIPANTS

Training assistants who want to consolidate their skills and master new aspects of professional training. Anyone wishing to progress in this field.

PREREQUISITES

No special knowledge required.

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.

1 Knowing the global framework of training

- Identify the main internal and external training players. The role of staff representatives.
- Understand the legal framework and regulatory texts of the latest reform.
- Understanding vocational training reform.
- Identify your own role: main and complementary missions, skills required, prospects.

Exercise
Sharing experiences.

2 Mastering the various devices

- The skills development plan.
- Know the provisions relating to CPF, CPF de transition, Pro A.
- Professionalization and apprenticeship contracts.
- VAE and skills assessment.
- Communicate internally about training.

Case study
Choose the training courses to offer.

3 Financing methods

- Financial contribution from the company.
- Identify the new roles of Opérateurs de Compétences.
- Budget training actions.
- Optimize financing.

Exercise
Study of possible funding, budgeting, preparation of application documents for paying organizations.

4 Participate in drawing up the skills development plan

- Gather, analyze and process needs.
- Draw up agreements with training organizations.
- Set up internal training files (administrative and logistical).
- Contribute to the drafting of specifications.
- Prepare meetings, consultations and internal communications.

Exercise
Drawing up a skills development plan, internal files, preparation of a CSE to present the plan.

5 Follow the professional interview

- Identify the purpose of the professional interview.
- Understand the modalities and content.
- Follow-up on professional interviews.

Exercise
Implementing an On-the-Job Training Action (AFEST).

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.

6 Monitor and optimize training initiatives

- Provide the interface required for each action.
- Manage logistics.
- Draw up dashboards (management and analysis).
- Evaluate and exploit training initiatives.
- Preparing files for Operational Preparation for Employment (POEC, POEI).

Exercise

Draw up management and monitoring dashboards for the plan, and define a training evaluation grid.

Dates and locations

REMOTE CLASS
2026 : 2 Apr., 28 May, 15 Oct., 10 Dec.

PARIS LA DÉFENSE
2026 : 28 May, 15 Oct., 10 Dec.