Publication date : 01/26/2024

Course : Microsoft Certified Trainer (MCT) certification

Attestation of teaching skills

Practical course - 3d - 21h00 - Ref. MCU
Price : 2380 € E.T.

4,7 / 5

With this training, you'll have the knowledge and pedagogical skills required to become a Microsoft Certified Trainer (MCT). Our Microsoft Certified Trainer experts will teach you how to design, run and evaluate a Microsoft training course. In particular, you will learn how to develop an objective-based pedagogical progression and how to fully integrate the notion of empathy into a knowledge transfer action. Once you've passed the exam, you'll be certified as an MCT.

Teaching objectives

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

- Understanding the training context and learners' expectations
- Understanding the role and missions of the trainer
- Understanding instructional design
- Discover tools, learning techniques and group facilitation techniques
- How to run a training session
- Know how to design and use teaching resources (support, practical work, etc.)
- Handling tricky training situations
- Evaluate the training action
- Know how to use Microsoft Certified Trainer tools
- Pass the certification exam certifying your skills to become an MCT
- Mastering the Microsoft Learning ecosystem as an MCT trainer
- Facilitate the improvement of technical skills and assist in knowledge transfer
- Know all the phases involved in designing a training course from start to finish

Intended audience

Trainers or anyone delivering training courses on Microsoft technologies and wishing to become a Microsoft Certified Trainer (MCT).

PARTICIPANTS

Trainers or anyone delivering training courses on Microsoft technologies and wishing to become a Microsoft Certified Trainer (MCT).

PREREQUISITES

Possess a Microsoft qualification or certification giving access to the MCT program.

TRAINER QUALIFICATIONS

The experts who lead the training courses are specialists in the subjects covered. They are approved by the publisher and certified for the course. They have also been validated by our teaching teams in terms of both professional knowledge and teaching skills for each course they teach. They have at least three to ten years of experience in their field and hold or have held positions of responsibility in companies.

ASSESSMENT TERMS

Assessment of targeted skills prior to training.
Assessment by the participant, at the end of the training course, of the skills acquired during the training course.
Validation by the trainer of the participant's learning outcomes, specifying the tools used: multiple-choice questions, role-playing exercises, etc.
At the end of each training course, ITTCERT provides participants with a course evaluation questionnaire, which is then analysed by our teaching teams. Participants also complete an official evaluation of the publisher.
An attendance sheet for each half-day of attendance is provided at the end of the training course, along with a certificate of completion if the participant has attended the entire session.

Prerequisites

Possess a Microsoft qualification or certification giving access to the MCT program.

Certification

Passage de l'examen le dernier jour de la formation. Langue : Français Durée : 30 minutes Nombre de questions : 30 Réponse à choix multiples ou unique Examen à livre ouvert Remise du certificat post formation

Practical details

Teaching methods

Training alternates theory and practice. Learners will take part in a number of workshops to practice training design and delivery techniques. Practical work will be specifically adapted to the Microsoft training context (MS Learn, MTM, Online Labs, MCT Central, MCT Support...).

Course schedule

1 Understanding the fundamentals

- Training principles.
- The intervention context.
- Learners' expectations.
- The trainer's role and missions.
- The principles of adult education.
- The learning process.
- The keys to effective training.

Group discussion

Exchanges, sharing practices.

2 Designing a training course

- Identify the context and challenges of the training action.
- Analyze demand and objective.
- Plan educational activities.
- Design teaching aids.
- Plan the training program: themes and pedagogical sequence.
- Create tools for participants: summary sheets, case studies, quizzes, etc.

Case study

Case studies based on professional situations.

3 Deliver training in a clear and lively manner

- Take care with your introduction and the presentation phase.
- Public speaking.
- Present the training objectives and plan.
- Make your explanations clear and accessible.
- Facilitate case studies and exercises.
- Evaluate skills acquired during the event.

Role-playing

Simulation exercises, analysis of strengths and areas for improvement.

TEACHING AIDS AND TECHNICAL RESOURCES

The teaching resources used are the publisher's official materials and practical exercises.

TERMS AND DEADLINES

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

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you have specific accessibility requirements? Contact Ms FOSSE, disability advisor, at the following address: psh-accueil@orsys.fr so that we can assess your request and its feasibility.

4 Exploiting group dynamics for educational purposes

- Generate participation and interest.
- Check for understanding.
- Use the group to move forward.
- Regulate the group.

Role-playing
Simulated animation taking into account the different attitudes of participants.

5 Handling delicate situations

- Identify signs of blockage.
- Dealing with difficult participants.
- Reframe exchanges.

Role-playing
Training and practice sharing.

6 Conclude, evaluate and monitor the training program

- Conclude training.
- Assess satisfaction.
- Measuring skills acquisition.
- Analyze the transfer of knowledge.
- Evaluate return on investment.
- Analyze your training practices.

Role-playing
Practice concluding a training session using feedback and evaluation tools.

7 The Microsoft Learning ecosystem

- The Microsoft certification program, training and exams.
- The Microsoft Certified Trainer program guide.
- The MCT program contract.
- MCT registration and renewal guide.
- Program benefits for MCT.
- Resources for MCT.
- Access to the MCT community and support (MCT Central and MCT Support).

8 Microsoft Certified Trainer tools

- Discover MS Learn (digital training medium)
- Know how to use MS Learn and support learners on MS Learn.
- Discovering authorized hosts for practical work.
- Accompany learners on hosting platforms for practical work.
- Discover MTM, Metrics That Matter, for training evaluations by learners.
- Know how to declare yourself on MTM and how to use it.
- Know the resources available to MCTs for the preparation and delivery of Microsoft training courses.

9 Taking the Microsoft Certified Trainer exam

- Presentation of the test procedure (timing, authorized documents, etc.).
- Written exam: MCQ in French (30 questions - score required: 20/30).
- Duration: 30 minutes.
- Post-training certificate.

Dates and locations

REMOTE CLASS
2026 : 30 Mar., 10 June, 3 Aug., 12 Oct., 9 Dec.

LYON
2026 : 10 June, 3 Aug., 12 Oct.

ANGERS
2026 : 12 Oct.

BORDEAUX
2026 : 12 Oct.

CAEN
2026 : 12 Oct.

DIJON
2026 : 10 June, 12 Oct.

LAUSANNE
2026 : 10 June, 12 Oct.

LILLE
2026 : 12 Oct.

MARSEILLE
2026 : 12 Oct.

MONTPELLIER
2026 : 10 June, 12 Oct.

NANCY
2026 : 12 Oct.

NIORT
2026 : 12 Oct.

PAU
2026 : 12 Oct.

RENNES
2026 : 10 June, 12 Oct.

SAINT-ETIENNE
2026 : 12 Oct.

STRASBOURG
2026 : 12 Oct.

PARIS LA DÉFENSE
2026 : 10 June, 3 Aug., 12 Oct., 9 Dec.

AIX-EN-PROVENCE
2026 : 12 Oct.

AVIGNON
2026 : 12 Oct.

BREST
2026 : 12 Oct.

CLERMONT-FERRAND
2026 : 12 Oct.

GRENOBLE
2026 : 12 Oct.

LE MANS
2026 : 12 Oct.

LIMOGES
2026 : 12 Oct.

METZ
2026 : 12 Oct.

MULHOUSE
2026 : 12 Oct.

NANTES
2026 : 10 June, 3 Aug., 9 Dec.

ORLÉANS
2026 : 12 Oct.

REIMS
2026 : 12 Oct.

ROUEN
2026 : 12 Oct.

SOPHIA-ANTIPOLIS
2026 : 10 June, 12 Oct.

TOULON
2026 : 12 Oct.

TOULOUSE
2026 : 12 Oct.

VALENCE
2026 : 12 Oct.

GENÈVE
2026 : 10 June, 12 Oct.

TOURS
2026 : 12 Oct.

BRUXELLES
2026 : 12 Oct.

LUXEMBOURG
2026 : 12 Oct.