Course : Evaluating training initiatives

Practical course - 2d - 14h00 - Ref. AFO
Price : 1310 € E.T.

Training programs represent a major lever for developing employees' skills. How can their effectiveness be measured and appropriate evaluation systems put in place? You will learn how to build an evaluation system that fits in with the overall training approach.

Teaching objectives

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

- Evaluate training activities in relation to general and pedagogical objectives
- Analyze discrepancies and identify causes
- Implement corrective actions
- Measure and communicate the impact of training initiatives

Intended audience
Training managers and anyone involved in setting up training programs.

Prerequisites
No special knowledge required.

Practical details
Exercise
Case studies, experience sharing. Practical workshops to build assessment tools and indicators to measure actions.

Course schedule

PARTICIPANTS
Training managers and anyone involved in setting up training programs.

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   Integrate action evaluation into the overall training process

- Build up training evaluation at the same time as developing training actions.
- Define general objectives even before designing a training action.
- Set pedagogical objectives so as to be able to measure training results in a tangible way.
- Measure the gap between results achieved and targets set.
- Analyze causes of deviation. Interpret results.
- Define and implement corrective actions at the end of a training course.
- Optimizing the assessment process.

Exercise
Case studies based on the definition of general and pedagogical objectives. Training in gap analysis and corrective action.

2   Adapt the evaluation system to the training action

- Check that prerequisites are met at the start of training.
- Assess the knowledge and skills acquired at the end of training.
- Evaluate the training program.
- Evaluate professional behavior in the workplace.
- Measure the impact on the organization's operations.

Exercise
Construction of simple tools to assess knowledge, the progress of a training action, on-the-job behavior and the impact of training.

3   Measure the impact of training initiatives and communicate effectively

- Choose relevant indicators.
- Set up these indicators and monitor them over time.
- Communicate results.
- Enhancing the value of training initiatives.
- Involve business partners, trainers and decision-makers in the evaluation of training initiatives.

Exercise
Work in sub-groups to select and implement indicators to measure the impact of training initiatives. Exercise on implementing a communication plan.

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.