

Course : Designing quality training courses

choose your subjects and create your teaching tools

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

Price : 1540 CHF E.T.

★★★★☆ 4,7 / 5

Reflect on teaching practices and didactic methods (choice of content and transmission methods) for adult training. Design and structure programs and exercises. Design of visual and printed supports. Manage satisfaction questionnaires.

Teaching objectives

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

- ✓ Building a training program
- ✓ Developing appropriate content
- ✓ Designing teaching aids
- ✓ Building an evaluation grid

Intended audience

Anyone wishing to develop training content and materials.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Exercises will provide practice in training design techniques.

Course schedule

PARTICIPANTS

Anyone wishing to develop training content and materials.

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.

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.

1 Know the principles of training

- Identify the trainer's multi-faceted role.
- The specificities of adult training. Adapting teaching methods to this audience.
- Identify limiting representations.
- Know the four phases of learning.
- Familiarize yourself with the ternary rhythm.

Exercise

Writing training content structured according to the ternary rhythm. Group analysis.

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.

2 Building the training program

- Calibrate the program by identifying the training context and challenges.
- Identify demand and specific objectives in twelve questions.
- Build the program using nine questions.
- Develop educational activities.
- Use different teaching methods.
- Choosing the method best suited to the context of the application.
- Structuring training themes and procedures.
- Vary the types of exercises.

Exercise

Elaborate the various stages in designing a training program.

3 Structuring content

- Understand the concepts conveyed in the content.
- Identify and check prerequisites.
- Master the sequence scenario.
- Take into account the different phases of learning.
- Incorporate the 4MAT model into training.
- Choose exercises based on specific criteria.

Exercise

Designing a sequence grid. Discussion. Develop answers to the four questions of the 4MAT model.

4 Designing teaching aids

- Various teaching aids.
- Improve your visual presentations.
- Captivate your audience.
- Media selection criteria: relevance, consistency, substitution.

Exercise

Define the parameters for teaching aids based on the results of previous exercises.

5 Evaluating a training course

- Satisfaction assessment: questionnaire, corrective actions.
- Assessment of skills acquisition: grid.
- Assessing learning transfer: questions and observations.

Exercise

Design an evaluation grid for skills acquisition. Discussion.

Dates and locations

REMOTE CLASS

2026 : 11 June, 21 Sep., 3 Dec.