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

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.

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.