

# Course : Conducting training in a professional situation, certification

RS - Code 6490

*Practical course - 4d - 28h00 - Ref. FCE*

*Price : 2730 CHF E.T.*



Nouvelle édition

Designing and running effective training programs is essential to supporting skills development within organizations. This training course will enable you to master the various stages involved in creating a training action, from needs analysis to facilitation, while integrating appropriate pedagogical tools. You'll also learn how to assess participants' learning outcomes to ensure high-quality, measurable training.

## Teaching objectives

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

- ✓ Design a training course on your area of expertise
- ✓ Creating the right conditions for learning
- ✓ Conduct the training program according to the different sequences set out in the training program
- ✓ Managing sensitive situations during training sessions
- ✓ Evaluate learners' skill acquisition levels

## Intended audience

Certification is aimed at professionals with specific skills that need to be passed on to colleagues or customers on a one-off basis.

## Prerequisites

Have professional expertise on which to base a training action. This prerequisite will be validated during a preliminary positioning interview.

### PARTICIPANTS

Certification is aimed at professionals with specific skills that need to be passed on to colleagues or customers on a one-off basis.

### PREREQUISITES

Have professional expertise on which to base a training action. This prerequisite will be validated during a preliminary positioning interview.

### 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.

## Certification

La formation prépare à la certification détenue par Manitude, enregistrée le 21/12/2023 sous le numéro RS6490 au Répertoire Spécifique de France Compétences. Évaluation certificative sous forme de mise en situation dans le cadre de l'animation d'une séquence de formation en situation professionnelle, avec soutenance orale et remise de livrables sur la conception d'une animation de formation. Le candidat sera évalué par le certificateur Manitude. Les évaluateurs sont des professionnels disposant de 3 ans d'expérience minimum dans le domaine de la formation. La décision finale sera donnée par le certificateur Manitude au cours d'un jury de délivrance de certification. En cas de réussite, un certificat de compétences sera édité par Manitude et sera remis à l'apprenant. Jury de 40 minutes devant deux professionnels de la formation.

## Course schedule

### 1 The principles of adult education

- Identify the particularities of adult education.
- Take learning styles into account to motivate and involve.
- Identify the four postures of the CEFA resource trainer (Coach, Expert, Facilitator and Animator).
- Mapping the key points of effective adult training.

#### Exercise

Reflection workshop in sub-groups on the key points of effective training. Teaching game on the CEFA posture. Debriefing and collective synthesis

### 2 Needs analysis and definition of pedagogical objectives

- Gather the client's expectations and identify the skills to be developed.
- Gather learners' expectations to better tailor content to their needs.
- Define clear, measurable learning objectives (SMART, Bloom's Taxonomy).
- Draw up specifications in conjunction with stakeholders.

#### Exercise

Develop SMART learning objectives based on sample specifications.

### 3 Designing educational content

- Structure content into coherent modules.
- Choose appropriate teaching methods (lectures, case studies, workshops).
- Prepare interactive activities (role-playing, group work).
- Design training materials for learners (KLAXOON, CANVA, GENIALLY etc.).
- Design training aids for the trainer (presentation material, slides, etc.)
- Design the teaching sequence (duration, learning sequence, etc.).

#### Exercise

Develop the various stages in designing a training program, structuring the content into coherent modules. Write and design the training program.

#### 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](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

#### 4 Integration of digital teaching tools

- Identify different digital tools useful in training (applications, LMS, etc.).
- Adapt teaching content to modern media.
- Manage the specificities of hybrid or distance learning courses as a complement to face-to-face training.

##### Exercise

Creation of an interactive quiz using digital tools.

#### 5 Training facilitation techniques

- Master presentation techniques, non-verbal communication and time management.
- Adapt your presentation style to the profile of your participants.
- Handling questions and objections during training.
- Use visual and digital tools to make training more dynamic.

##### Exercise

Simulation of an animation session using interactive techniques (role-playing, quizzes).

#### 6 Managing group dynamics and difficult situations

- Create a climate of trust and encourage exchanges.
- Managing techniques to integrate and motivate all participants.
- Anticipate and manage conflict, demotivation and other difficult behaviors.
- Encourage collaboration and group work.

##### Exercise

Manage a conflict situation between participants during a training course through role-playing.

#### 7 Training evaluation and follow-up

- Use a variety of assessments to verify skills acquisition (quizzes, learning games, case studies).

##### Exercise

Create an evaluation questionnaire to measure learning outcomes at the end of a training course.

#### 8 Preparation for certification

- Assessment of learning outcomes (interactive QUIZ)
- Personalized advice for the exam.
- Examination procedures.