

# Course : Running a hybrid training course

*Practical course - 1d - 7h00 - Ref. HYB*

*Price : 870 CHF E.T.*

Collaborative practices have been on the rise recently. Hybrid training is a special case in point, combining face-to-face and distance learning. The aim of this training course is to present the pedagogical techniques and methods that can be used during such events.

## Teaching objectives

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

- ✓ Identify the particularities of hybrid training compared to pure face-to-face and distance learning.
- ✓ Choosing and using appropriate platforms and tools
- ✓ Implement appropriate teaching methods and techniques
- ✓ Coping with the difficulties inherent in these systems

## Intended audience

Trainers who need to run training courses or share their business expertise in hybrid mode.

## Prerequisites

Previous classroom training, and occasional virtual classroom training.

## Practical details

Discussions of the various concepts, demonstrations, role-playing.

## Teaching methods

Active pedagogy, based on experience sharing, exchanges and discussions.

## Course schedule

### PARTICIPANTS

Trainers who need to run training courses or share their business expertise in hybrid mode.

### PREREQUISITES

Previous classroom training, and occasional virtual classroom training.

### 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 Identify the particularities of hybrid training

- Face-to-face and distance learning.
- The constraints of these different systems.
- The notion of hybrid training and the different models.
- The rationale behind these systems.
- Teaching methods.

### Storyboarding workshops

Discussions on the differences between hybrid, face-to-face and distance learning. Construction of a table of practical activities that can be used in these systems.

## 2 Choosing and using appropriate platforms and tools

- Technical requirements for hybrid training.
- The different platforms (Zoom, Teams, Webex, etc.).
- Collaborative tools (Klaxoon, Miro, Mural, etc.).
- Collaborative whiteboards and their reasons for being in hybrid.
- Face-to-face training tools: can they be used?

### Hands-on work

Demonstration and use of tools.

## 3 Implement appropriate teaching methods and techniques

- The trainer's posture.
- Using PowerPoint.
- Writing and drawing.
- Setting up practical activities.
- Returns management.
- Sub-group activities.

### Role-playing

Presentation of a mini-training session by each participant. Group debriefing on facilitation techniques.

## 4 Faire face aux difficultés inhérentes à ces dispositifs

- The differential between the room and remote participants.
- Involving remote participants.
- Exchanges between participants.
- Question management.
- Technical problems (sound, document transmission, etc.).

### Hands-on work

Experience sharing, exchanges and discussions on managing difficulties, case studies.

### 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.