

Course : Implement a high-performance training policy

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

Price : 1540 CHF E.T.

★★★★☆ 4,4 / 5

This course will show you the best way to build a training policy in line with strategy and economic and regulatory constraints. You will also learn how to optimize the training budget and evaluate the performance of the actions undertaken.

Teaching objectives

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

- ✓ Identify cross-functional training issues and players
- ✓ Define and analyze training needs
- ✓ Mastering the various training systems
- ✓ Drawing up specifications and a training plan
- ✓ Developing a quality approach to training policy

Intended audience

Anyone wishing to train as a training officer or manager.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

MCQs, case studies, individual and group brainstorming exercises, discussion/debate.

Teaching methods

Active teaching.

Course schedule

PARTICIPANTS

Anyone wishing to train as a training officer or manager.

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 Identify the role of the training manager and how his/her organization operates

- The reasons for training.
- What's at stake for the company?
- The company's training policy.
- The role of the training manager.
- The training function in the public sector.
- The professional training ecosystem.
- Different types of organization.

Exercise

Analysis of training policies, comparison between different organizations.

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 Clarify training financing and legal obligations

- The company's training obligations.
- Training contribution.
- Financial circuits for training.
- The role of OPCOs.
- The different sources of financing.
- The specificities of the civil service.

Case study

Sub-group analysis of a training financing case.

3 Setting the training manager's calendar

- Identify training needs.
- The three levels of needs analysis.
- Building a training plan.
- Presentation to the social and economic committee.
- Deploying the plan.

Case study

Determining the timetable, building a validation presentation to the CSE.

4 Integrating new ways of learning

- The different forms of learning.
- Synchronous and asynchronous devices.
- The benefits of distance learning.
- In-house training.
- On-the-job coaching and training.

Case study

Proposed device.

5 Managing training engineering

- The goals of training engineering.
- Drawing up specifications.
- Choosing a service provider.
- Qualiopi certification: benefits and limitations.
- Deliverables and project follow-up.

Case study

Choice of supplier.

6 Monitor activity by implementing a quality approach

- Key vocational training indicators.
- Building a dashboard.
- The importance of internal marketing.
- Effective communication.
- Quality procedures.

Exercise

Construction of a dashboard.