# orsys TRAINING

## Become a corporate tutor

*Hands-on course of 2 days - 14h*
*Ref.: DTE - Price 2025: 1 520 (excl. taxes)*

### EDUCATIONAL OBJECTIVES
At the end of the training, the trainee will be able to:

Identify the challenges and characteristics of the tutoring function in the company

Develop effective communication suitable for a tutor's position

Design and facilitate educational work situation

Design instructional tools and aids

### HANDS-ON WORK
Building introductory tutoring tools.
Feedback, sharing best practices.
Communication scenarios.

## THE PROGRAMME

last updated: 07/2024

### 1) Integrating tutoring duties into the company
- Define corporate tutoring.
- Determining the training system and those involved in the approach.
- Understanding the tutor's mission and what it requires.
- Identifying the tutor's roles and responsibilities.
- Anticipating common pitfalls related to guidance and avoiding them.
*Group discussion : Work on examples of corporate tutoring. Discussing practices.*

### 2) Welcoming the learner
- Preparing for the learner's arrival.
- Structuring their on-boarding and integration.
- Building your action plan.
- Writing the profession and job descriptions and breaking them down into skills.
*Hands-on work : Work to analyze individual job positions. Workshops in subgroups about each step and tools for bringing the learner onboard.*

### 3) Communicating with the learner
- Adopting win-win communication.
- Giving positive and/or negative signs of recognition to encourage growth and engagement.
- Identifying behaviors and adapting to the other person.
- Limiting emotional connection between tutor and tutee and making objective assessments.
- Detecting the difficulties encountered.
*Role-playing : Role-playing communication styles. Collective debriefing.*

### 4) Training and guiding
- Identifying the learning process and instructional approaches.
- Figuring out learner personality profile types.
- Building the curriculum within the company.
- Writing the tutee's learning progression.
- Writing work training situations.
- Training through immersive scenarios.

- Training through observation scenarios.
*Hands-on work : Drafting a learning progression. Role-playing the task of guiding learners through scenarios. Collective debriefing.*

### 5) Evaluation
- Monitoring and evaluating the tutee's progress.
- Planning the frequency of evaluation.
- Evaluation through an interview.
- Having the learner self-evaluate.
*Hands-on work : Drafting and formalizing the learner's progress and evaluation process.*

## DATES

REMOTE CLASS
2025 : 29 sept., 27 nov.