

# Course : Trainer: structuring your teaching sequence

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

**Price : 740 € E.T.**

The training sequence (also known as "scenario", "framework"...) is an essential ingredient of a successful session. It keeps the trainer on track, reminds him of what he has planned to deliver, helps him manage his time and, like a safety net, increases his self-confidence.

## Teaching objectives

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

- ✓ Create a flexible and reassuring training program
- ✓ Managing your time to ensure you keep up with the program
- ✓ Build and improve your "toolbox" as an instructional designer

## Intended audience

Trainers, occasional trainers or anyone involved in training in any field.

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

Case studies, structuring exercises using methodological tools. Feedback, exchange of best practices.

### Teaching methods

Active teaching.

## Course schedule

### PARTICIPANTS

Trainers, occasional trainers or anyone involved in training in any field.

### 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.

## 1 Concevoir et mettre en œuvre une pédagogie

- Designing a training program: stages and activities.
- Targeting real needs through the filter of a program.
- Consider requirements: anchoring and attention span.

### Case study

Case study in skills (de)construction.

## 2 Calibrate and organize training phases

- Create and feed your own time grid.
- Find application activities and link them to content.
- Structure your content: identify and prioritize themes.

### Exercise

Get to grips with a standard grid. Plan and organize the content (knowledge, activities) of a training sequence of your choice.

## 3 Managing tools and information

- Self-assessment to improve progress.
- Optimize activities to meet objectives while saving time.
- Create your own work forms for more efficient design.

### Exercise

Evaluation and optimization of the training sequence designed using the proposed tools. Individual and group debriefing.

## 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.

## Dates and locations

### REMOTE CLASS

2026: 10 June, 2 Dec.

### PARIS LA DÉFENSE

2026: 10 June, 2 Dec.