Course : Building and managing a training project

Practical course - 2d - 14h00 - Ref. PPF
Price : 1310 € E.T.

★★★★½ 4,9 / 5

[Nouvelle édition]

Ce cours pratique présente les différentes étapes de la mise en place et du pilotage d'un projet de formation, de l'identification du besoin au déploiement de la solution. Il explique notamment comment créer un cahier des charges, impliquer les prestataires internes et externes ou mesurer les résultats obtenus.

🎯 Teaching objectives

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

- ✓ Qualifying a training request
- ✓ Determining a suitable training program
- ✓ Building specifications
- ✓ Involve internal and external stakeholders
- ✓ Steering and organizing the training project
- ✓ Deploy the project and measure results

Intended audience
Training managers, training project managers, consultants or trainers.

Prerequisites
No special knowledge required.

Practical details
Case studies, role-playing, group discussions and exchanges based on concrete examples and cases.
Teaching methods
Active teaching, exchanges and sharing of experience.

Course schedule

1 | Responding to a training request

- From business issues to training needs.
- Conducting interviews.
- Questions to ask.
- Pitfalls: when training isn't the answer.

Role-playing
Interviews based on a concrete case.

2 | Determining a suitable training program

- Different ways of acquiring skills.
- Defining a training action.
- Specific features of asynchronous devices.
- Mixed routes and systems.
- Cost models for different devices.

Case study
Suggested training programs for different cases.

3 | Building specifications

- The purpose of specifications.
- Cases of obligation.
- The different sections of the specifications.
- Response processing.

Exercise
Drawing up specifications.

4 | Involve internal resources and choose external service providers

- The advantages of working with in-house service providers.
- Identifying and selecting resources.
- The costs of both solutions (internal and external).
- Vocational training players and how they operate.
- Contractualization.
- Intellectual property and its constraints.

Case study
Select appropriate resources from given situations. Case study: choosing a supplier.

5 | Managing the project

- Project players.
- Project management tools.
- The various stages and associated deliverables.
- Hazard management.

Case study
Construction of a dashboard.

(6) Deploy the project and measure results

- Pilot sessions.
- Deployment of the training system.
- Indicators and measuring results.
- Implementation of corrective actions.

Exercise
Build a system, measure results and implement continuous improvement.

Dates and locations

REMOTE CLASS
2026 : 11 June, 7 Sep., 10 Dec.

PARIS LA DÉFENSE
2026 : 11 June, 7 Sep., 10 Dec.