Professional trainer certification course

Practical course - 9d - 63h00 - Ref. KOF
Price : 4680 CHF E.T.

This certification cycle is designed to give you the tools and methods you need to prepare and run a training course. It will introduce you to best practices for building an itinerary, designing teaching aids and integrating digital technology into your training courses. You will acquire all the techniques you need to design, prepare and run dynamic, effective training courses.

Teaching objectives

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

- Position yourself in your role as trainer and welcome participants positively
- Design relevant training initiatives taking into account the needs and context of the request
- Structuring your course and teaching aids
- Develop your animation techniques and give impact to your messages
- Integrating digital technology into training

Intended audience
Trainers or anyone required to run a training course, whatever the topic.

Prerequisites
No special knowledge required.

Practical details
Exercise
Simulation exercises, case studies, brainstorming in sub-groups, experience sharing.

Teaching methods
The knowledge base of the trainer's profession is fundamental. The corresponding course, ref. MOF, must be taken first in the cycle. The other courses can be taken in any order.

PARTICIPANTS
Trainers or anyone required to run a training course, whatever the topic.

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.

Course contents

This course consists of the following modules :

Training Trainers
Ref. MOF - 2 days   ⭐ 4 / 5

Training Trainers, Advanced
Ref. FAT - 2 days   ⭐ 4 / 5

Trainer: integrating digital into your practices
Ref. POE - 2 days   ⭐ 4 / 5

Professional trainer certification
Ref. KXX - 1 day   ⭐ 5 / 5

Course schedule

1 Training the trainers

- Examine the best approach to developing a training action.
- Know how to divide a session into modules integrating the duration and type of activities: objective-based teaching.
- Choose the right methods for the right learning progression: lectures, exercises, role-playing...
- Build a relevant, structured presentation: plan, content, form.
- Master group facilitation techniques.
- Successfully open and close courses and gauge the training needs of your audience.
- Regulating the group through listening, empathy and reformulation. Group structuring rules.
- Choose useful teaching aids during and after the lesson. Easily handle visual aids in the classroom.
- Conduct a profitable end-of-course round-table discussion and draw up a trainer's report.

Hands-on work
Drafting and validation of teaching objectives. Development of support materials. Video simulations of training sessions.

2 Designing training content and materials

- Adapting teaching methods to the audience. The specificities of adult training.
- Calibrate the training program according to the context and challenges.
- Build the program using nine questions and develop teaching activities.
- Structure the themes and flow of training. Vary the types of exercises.
- Master the sequence scenario and take into account the different learning phases.
- Select exercises according to specific criteria.
- Improve your visual presentations to captivate your audience.
- Apply media selection criteria: relevance, consistency, substitution.
- Evaluating training: satisfaction, skills acquisition, transfer of knowledge.

Hands-on work
Writing structured training content. Design of a sequence grid. Definition of parameters for teaching aids. Design of a skills acquisition evaluation grid.

(3) Training of trainers, advanced training

- Anticipate the integration of new technologies in training: Google Glasses, connected watches, 3D representations...
- Expand your range of educational activities with discovery, application and demonstration activities.
- Identify and take into account different learning profiles and their specificities.
- Identify the obstacles to learning and change. Understand training as a means of involvement.
- Overcome tricky situations: difficult participants, lack or profusion of participation, heterogeneous group.
- Mettre le groupe dans une dynamique positive et gérer le manque de motivation.
- Keep stress and emotions under control.
- Manage delicate situations with advanced regulation techniques.
- Analyze the delivery of training sessions. Evaluate the pedagogical tools used and planned at the design stage.
- Set progress targets to constantly improve your actions.

Hands-on work
Production of practical fact sheets and case studies. Case studies and practical exercises. Training sessions. Practical exchanges and training simulations. Create your own evaluation tools.

(4) Integrating digital into your practices

- Create synergies between face-to-face and online training courses.
- Gather participants' expectations in a new way, using digital tools.
- Integrate mobile learning technologies.
- Interact with participants through new user interfaces.
- Integrate the possibilities offered by digital technology into your presentations.
- Use participative tools to energize your training courses.
- Integrate Massive Open Online Courses (MOOCs) into your training program design.
- Use digital tools to tailor training to individual needs and expectations.

Hands-on work
Use these new tools (tablets, smartphones and new user interfaces) to diversify your teaching resources and enrich your training activities.

Dates and locations

REMOTE CLASS
2026 : 16 Mar., 20 Apr., 21 May, 15 June, 10 Sep.,
19 Oct., 19 Nov., 10 Dec.