

Course : Building and managing a skills development plan

best practices for structuring your training policy

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

Price : 1540 CHF E.T.



4,6 / 5

BEST

The skills development plan, the new name for the training plan, is a strategic tool for corporate development. After an overview of the different types of training programs, you'll learn how to draw up specifications, design, communicate and measure the effects of your plan.



Teaching objectives

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

- ✓ Knowing the different ways to access training
- ✓ Understanding the impact of the professional training reform
- ✓ Drawing up, communicating and validating the skills development plan
- ✓ Writing training specifications
- ✓ Evaluating training initiatives
- ✓ Developing a quality approach to training

Intended audience

Training managers, HR managers, HR directors.

Prerequisites

Basic knowledge of human resources.

Practical details

Hands-on work

Group discussion workshops. Case studies. Exercises to analyze and build assessment tools. Communication situations.

Course schedule

PARTICIPANTS

Training managers, HR managers, HR directors.

PREREQUISITES

Basic knowledge of human resources.

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 training access mechanisms

- The reasons for training and the legislator's motivations.
- The main points of the law.
- Financing professional training.
- The role of the OPCOs and the different ways of developing skills.
- The Personal Training Account (CPF).
- Legal framework.
- The professional interview and its role in creating the plan.

Exercise

Questionnaire on the use of different devices, exchanges on use cases.

2 Building a skills development plan

- The notion of training needs and the difference between wants and needs.
- The overall plan creation process.
- Needs analysis stages.
- General calendar.
- Collecting and managing priorities.
- Mandatory training.
- Different learning methods.

Case study

Creation of a priority table based on the results of a needs analysis.

3 Draw up and validate training specifications

- The advantages and limitations of specifications.
- The essential sections of a specification.
- General training objectives.
- Use of an internal or external trainer.
- Selecting a training organization.

Exercise

Critical group analysis of specifications.

4 Communicating the skills development plan

- Stakeholders involved.
- Information and consultation of the Social and Economic Committee (CSE).
- Information required by law.
- Plan and balance sheet.
- Highlighting important information.

Role-playing

Communication action scenarios.

5 Develop and implement a "quality approach" to training

- Evaluation of training programs.
- The four evaluation levels.
- The choice of indicators.
- "Quality standards" applicable to training.
- Current and future obligations.

Exercise

Construction of indicators and benchmarks.

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.

Dates and locations

REMOTE CLASS

2026 : 12 Mar., 22 June, 5 Oct., 14 Dec.