

Course : Building and managing a training project

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

Price : 1540 CHF E.T.



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

PARTICIPANTS

Training managers, training project managers, consultants or trainers.

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.

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.

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.

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.