

# Training Trainers

Hands-on course of 2 days - 14h

Ref.: MOF - Price 2024: CHF1 490 (excl. taxes)

This course will show you how to design, lead, and evaluate a training session. It will teach you how to develop a goal-oriented instructional progression and fully integrate the notion of empathy into a knowledge transfer action.

## EDUCATIONAL OBJECTIVES

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

- Create goals and an instructional progression
- Design and use educational materials
- Master group leadership techniques
- Manage difficult situations in training
- Evaluate the training action

## HANDS-ON WORK

Exercises in writing educational goals and building materials. Group leadership scenarios. Discussing practices.

## THE PROGRAMME

last updated: 07/2024

### 1) Building an educational goal

- Studying the best approach for creating a training action.
- Knowing how to break a session down into modules that incorporate the duration and type of activities: Goal-oriented education.
- The difference between training goals and educational goals.

*Exercise* : Writing educational goals for a training session.

### 2) Building an instructional progression

- Defining a progression suited to the participants' professional goals.
- Spotting and choosing appropriate methods: Lecture, group exercises, scenarios, etc.

*Exercise* : Writing the progression and standard materials for a training session, lead the presentation.

### 3) Giving a lecture

- Creating a lecture: Plan, content, form.
- Understanding the importance of non-verbal and para-verbal communication.

*Role-playing* : Simulations of training sessions: Each participant prepares a lecture and delivers it. Group debriefing.

### 4) Introducing yourself and the training

- Successfully opening and closing the course.
- Endorsing different "roles" for the trainer.
- Making participants "want to be there".
- Probing the training needs of your audience.

*Role-playing* : Exercise: Successfully opening a course. Group debriefing.

### 5) Controlling the group

- Getting familiar with the group.
- Knowing the group's structural rules.
- Knowing how to listen and show empathy.

## PARTICIPANTS

Trainers or anyone in a position to train others regardless of the topic.

## PREREQUISITES

No particular knowledge.

## 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.

## 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.

- Learning how to rephrase and get others to do so in order to verify how far they've gotten.

- Managing delicate situations: Conflicts between participants or with the trainer.

*Role-playing : Exercise: Managing the group dynamic in a training session. Group debriefing.*

#### 6) Using instructional aids

- Choosing helpful educational materials during and after the course.

- Working with ease on visual aids in the room.

*Exercise : Designing and implementing educational materials.*

#### 7) Learning evaluation techniques

- Knowing the difference between a satisfactory training and an effective one.

- Going around the room in a way that's useful: Techniques.

- Writing the trainer's report: Essential points and ethical aspects.

*Exercise : Creating an evaluation questionnaire and testing it in real time. Discussions.*

## DATES

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### REMOTE CLASS

2025 : 20 Mar, 26 Jun, 25 Sep, 08  
Dec