

# Training Trainers, Advanced

Hands-on course of 2 days - 14h

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

This training will allow you to confirm and hone your skills as a trainer, by drawing on your strengths. You'll get the chance to refine your knowledge and techniques through feedback from your peers and take a broader view of your practice.

## EDUCATIONAL OBJECTIVES

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

Assess your skills as a trainer

Learn new instructional activities

Overcome resistance to change when leading a session

Manage difficult situations with advanced moderating techniques

Build tools to assess whether the training is working

## EXERCISE

Simulated exercises in leading a course, case studies, breakout sessions, sharing experiences.

## THE PROGRAMME

last updated: 05/2024

### 1) Taking stock of your work as a trainer

- How to design training sessions.
- Type of instruction.
- Leadership style.
- Educational methods and tools.
- Managing participants and difficult situations.

*Exercise : Self-diagnosis test, analyzing findings, discussing practices.*

### 2) Expanding your palette of educational activities

- Discovery activities.
- Discussion workshops and dialectical methods.
- Game-like activities and ice-breakers.
- What digital tools can add (videos, presentation tools, etc.).

*Exercise : Creating profiles for different educational activities, listing how they can be useful when leading a training session.*

### 3) Making training a driver of change

- Different learning systems and what sets each one apart.
- Taking them into account when leading a course.
- Incorporating training into a remote or e-learning system.
- Understanding resistance to change and addressing it in training.
- Identifying obstacles to learning.
- Conceiving of training as a way to get employees involved.

*Case study : Case studies and practice, group discussions.*

### 4) Handling difficult situations.

- Channeling difficult participants.

## PARTICIPANTS

Trainers. Anyone who leads training sessions.

## PREREQUISITES

Experience in leading training sessions and knowledge of basic preparation and delivery techniques.

## 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.

- Dealing with too little or too much participation.
- Adapting to a diverse group.
- Managing breakout sessions.
- Keeping your stress and emotions under control.
- Dealing with lack of motivation.
- Training the group in a positive dynamic.

*Case study : Discussing practices, simulated training, case studies.*

#### 5) Building assessment tools

- Measuring the performance of training actions.
- Assessing the instructional tools used and planned in the design phase.
- Analyzing the arranging and hosting of training sessions.
- Measuring what new skills or knowledge the participants have learned.

*Hands-on work : Creating your own assessment tools.*

#### 6) Setting progress goals

- What did you learn?
- What do you want to put into practice?
- How will you go about doing that?

*Exercise : Individual thinking and group discussion about defining areas for improvement.*

## DATES

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#### REMOTE CLASS

2025 : 27 Feb, 22 May, 17 Jul, 02 Oct