

# Developing your employees' skills

Hands-on course of 2 days - 14h

Ref.: DCO - Price 2024: €1 370 (excl. taxes)

This course provides you with the know-how and soft skills essential for implementing an employee support approach. You define a concrete action plan for developing skills within your team and create the conditions necessary for its success.

## EDUCATIONAL OBJECTIVES

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

Establish a climate of trust and use recognition as a motivating tool

Identify the potential and level of maturity of your employees to delegate a mission

Translate skill development priorities into objectives

Explain and get everyone to adhere to the objectives

Develop skills transfers between team members

## HANDS-ON WORK

This highly interactive course is based on multiple exercises and role-playing scenarios with individualised feedback and analysis.

## THE PROGRAMME

last updated: 01/2023

### 1) Introduction

- Skills development, a challenge for the company.
- Skills development, a challenge for the manager.

*Hands-on work* : Theoretical insights and exercises in sub-groups.

### 2) Prompting employee improvement by focusing on their behaviours

- Listen to your employees.
- Create a climate of trust that encourages dialogue.
- Use recognition as a motivating tool.
- Practice giving feedback. Allow everyone to improve.
- Support your team by playing the right role.

*Hands-on work* : Role plays to establish a climate of trust within a team and provide feedback to employees. Personalised delivery.

### 3) Developing your employees' skills

- Identify your employees' potential and level of maturity.
- The different stages of the professional interview.
- Delegation as a means of developing skills.
- Involve the employee in developing his or her skills.
- Manage difficulties.

*Hands-on work* : Role plays to practice the different stages of the professional interview and delegation. Personalised delivery.

### 4) Anticipate the development of skills within a team

- Step back from the current mode of operation of a team or project.
- Define skills development priorities.

## PARTICIPANTS

Team managers, anyone seeking to structure their practice.

## PREREQUISITES

Management 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.

- Translate these priorities into objectives.
- Explain these objectives to employees.
- Get everyone on board with the objectives.

*Hands-on work* : Individual simulations based on real-life cases to define skills development priorities within your team.

#### 5) Setting up a team development plan

- Develop skills transfers between team members.
- Develop a situation of interdependence within a team and between teams.
- Motivate your employees.
- Develop an action plan for your team.

*Hands-on work* : Working in sub-groups on best practices. Group feedback and discussion. Developing an individual action plan, personalising recommendations.

## DATES

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### REMOTE CLASS

2024 : 19 Sep, 25 Nov