Training Trainers, Advanced

Hands-on course of 2 days - 14h
Ref.: FAT - Price 2024: €1 340 (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.

- 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

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