Oo2 Formations & Consulting

Train-the-Trainer Program

Date and duration
Training code : PINF001EN Duration : 3 days Nombre d'heures : 21 heures

Body
Being a trainer is a profession in its own right. It requires mastering precise teaching methods and techniques in order to share knowledge and know-how effectively. It also means adopting the right posture, building a connection with each participant, and creating a positive group dynamic. A trainer must not only master the content but also focus on the learner, enabling each person to progress according to their abilities and potential. This training program is designed to introduce participants to the full scope of the trainer's role: from designing training programs and pedagogical content, to delivering sessions in the field, and finally to evaluating activities and learning outcomes. The methods used aim to provide future trainers with a practical framework covering every stage of a training course.

Objectifs
At the end of the training, participants will have acquired the knowledge and practical tools to design and deliver training modules, enabling them to perform the role of trainer within the company. They will specifically learn how to:

- Understand what is expected from a trainer
- Organize a training assignment
- Design training modules
- Apply appropriate methods and techniques for training delivery
- Evaluate training activities and learning outcomes

Modalités d'évaluation
Practical Work

Pré-requis
None

Public
This training is intended for Trainers, Training Tool Designers, and Training Managers.

Programme
The Trainer's Role

- Identify the 3 key functions of a trainer
- Recognize the trainer's key attitudes

The Steps in Designing a Training Program

- Analyze the training request
- Identify the different levels of objectives
- Break a session into modules including timing and activities

Choosing the Right Teaching Methods and Techniques

- Identify different pedagogical methods
- Identify various facilitation techniques
- Distinguish between different learning strategies
- Propose suitable activities and interactions

Creating Training Materials

- Identify different types of training materials
- Analyze the advantages and disadvantages of each
- Design appropriate training resources

Delivering a Training Session

- Self-diagnosis: What type of trainer are you?
- Speak with confidence
- Use verbal and non-verbal communication effectively
- Take into account biological rhythm and timing
- Manage and regulate the group dynamic

Evaluating Training Effectiveness

- Understand evaluation methods
- Distinguish between satisfaction and training effectiveness
- Conduct a productive roundtable discussion: techniques
- Write a trainer's assessment report: key elements and ethical considerations