

Catalogue de : Formation et Éducation

Sommaire

- 1 - Actualité du droit de la formation - Spécial Rèforme
- 2 - AFEST : réussir la formation en situation de travail
- 3 - Animer une classe virtuelle
- 4 - Animer une communauté d'apprentissage et tutorer à distance
- 5 - Assistant(e) formation
- 6 - Certification avec tutorat du cycle Chargè(e) de formation
- 7 - Chargè(e) de formation
- 8 - Chef de projet formation
- 9 - Concevoir des modules e-learning
- 10 - Concevoir et animer des parcours de formation blended
- 11 - Concevoir une action de formation - Niveau 1
- 12 - Concevoir une action de formation - Niveau 2
- 13 - Construire et déployer le plan de développement des compétences (ex plan de formation)
- 14 - Créer des jeux pour vos formations
- 15 - Doodling, carte mentale... dynamiser vos formations grâce au langage visuel
- 16 - Évaluer la formation
- 17 - Exercer le rôle de tuteur
- 18 - Expert en ingénierie de formation
- 19 - Faire face aux situations difficiles en formation
- 20 - Formateur, intégrez le digital dans votre pédagogie
- 21 - Formateur occasionnel : concevoir et animer ses formations
- 22 - Formateur occasionnel : s'entraîner pour mieux communiquer avec le groupe
- 23 - Formateur : réussir ses animations - Niveau 1
- 24 - Formateur : réussir ses animations - Niveau 2
- 25 - Formation de formateur

- 26 - Formation des fonctionnaires : intégrer le CPA (Compte Personnel d'Activité)“ OFPPT et CEC
- 27 - Le nouveau tableau de bord de la fonction formation
- 28 - Les points-clès de la gestion de la formation
- 29 - Les techniques du coaching pour faciliter vos formations
- 30 - Responsable Formation et développement des compétences
- 31 - RF, faites évoluer et marketez votre politique formation
- 32 - Sélectionner, former, animer un réseau de formateurs internes
- 33 - Formation de formateurs occasionnels
- 34 - Formation de formateurs, perfectionnement
- 35 - Former autrement : animer une classe virtuelle
- 36 - Ludopédagogie, concevoir et animer des formations par le jeu
- 37 - Concevoir et réaliser un contenu e-learning
- 38 - Ingénierie de formation - Outils et techniques pour un pilotage efficace de la formation
- 39 - Formation de formateurs

Training law news - Special Reform



FE-35 1 Days (7 Hours)

Description

This one-day training course allows you to gain an overview of the professional training system for employees and work-study programs. It allows you to measure the implications of the 2018 reform for your business. It constantly includes the most recent legal news.

Who is this training for ?

For whom

Any human resources and training player: HR, RF, training assistant, training organization manager.

Prerequisites

Aucune

Training objectives

- Acquire an overall and updated vision of the vocational training system.
- Identify the major changes brought about by the 2018 reform.
- Measure the impact of the reorientation of funding.
- Anticipate the developments in training policy induced by the reform.

Programme:

- Identifier les principes directeurs du système et ses acteurs institutionnels après la réforme 2018
- Mobiliser les différents dispositifs de formation
- Financer la formation Contributions formation et collecte. Financement des dispositifs : Plan, CPF, alternance...
- Questionner la politique formation de l'entreprise
- Certification

AFEST: succeed in training in a work situation



FE-1 2 Days (14 Hours)

Description

Work Situation Training (FEST) today finds its place in the range of solutions for improving skills. It is now considered in its own right as a training action, subject to meeting certain criteria. Its effectiveness depends on compliance with certain conditions of success. This training gives you the methods and tools to organize the FEST and to implement it concretely.

Who is this training for ?

For whom

People in charge of deploying Work Situation Training (FEST). Tutor, monitor, trainer in a work situation.

Prerequisites

- It is not necessary to have previous experience as a field trainer to participate in this training.
- Come with your concrete training situations!

Training objectives

- Organize Work Situation Training (FEST).
- Transmit know-how and “codes”.
- Facilitate on-the-job learning.
- Establish and maintain a quality relationship with the people trained.

Programme:

- Identifier les conditions à réunir pour apprendre du travail
- Former en situation de travail
- Déterminer le parcours de formation en situation de travail
- Conduire les séquences d'explicitation
- Établir et maintenir une relation de qualité
- acquises.

Faciliter une classe virtuelle



FE-32 1 Days (7 Hours)

Description

This very dense day is focused on getting to grips with the functionalities of a virtual classroom tool, and on mastering the design and animation techniques specific to this distance training modality. Training will take place on Adobe Connect. Transposing knowledge to other tools (Skype pro, Webex, etc.) is easy. For greater efficiency, preparatory work is required of participants before the training day.

Who is this training for ?

For whom

Trainer, permanent or occasional, required to lead a virtual class.

Prerequisites

Aucune

Training objectives

- Determine the benefits and conditions for success of a virtual classroom
- Design a virtual classroom
- Use the functionalities of a virtual classroom tool wisely
- Lead a virtual class

Programme:

- Déterminer les bénéfices et les conditions de réussite d'une classe virtuelle Les différents usages de la classe virtuelle.
- Concevoir une classe virtuelle Définir les objectifs visés. Délimiter le contenu à traiter. Séquencer la classe virtuelle.
- Susciter l'intérêt et maintenir le niveau d'attention des participants
- Intégrer la classe virtuelle dans un dispositif de formation

Lead a learning community and tutor remotely



FE-29 2 Days (14 Hours)

Description

The determining role of support in the success of distance learning is now recognized. Online tutoring, virtual community allowing peer learning, are major ingredients of the systems. This training helps you implement them.

Who is this training for ?

For whom

Trainer, training project manager, tutor having to lead a learning community and/or tutor remotely.

Prerequisites

Aucune

Training objectives

- Create and sustain a learning community
- Tutor, support distance learners

Programme:

- En amont du présentiel
- Définir le projet de communauté d'apprentissage Distinguer les différents types de communauté en ligne. Déterminer la finalité de la communauté envisagée : identifier les critères et conditions de réussite.
- Générer une dynamique positive de coopération Susciter les attitudes fondamentales nécessaires à la communauté d'apprentissage. Donner l'impulsion et maintenir l'intérêt
- Tutorer à distance
- Après le présentiel, mise en œuvre en situation de travail

Assistant(e) formation



FE-18 2 Days (14 Hours)

Description

To manage and administer training, you need both a lot of rigor and a solid knowledge of the legal rules in this area. However, these rules changed in 2018. This 'Training Assistant' internship allows you to contribute effectively to the implementation of the company's training policy, and thus to develop the individual and collective skills of employees.

Who is this training for ?

For whom

Training assistant. Anyone responsible for administering the training.

Prerequisites

Aucune

Training objectives

- Prepare and implement the skills development plan
- Optimize the use of the training budget
- Respect the employer's obligations in terms of training towards employees
- Advisor to managers and employees on training matters

Programme:

- En amont du présentiel
- Distinguer les différentes modalités d'accès à la formation continue
- 218Respecter les obligations légales
- 218Financer les projets de formation
- 218Conseiller salariés et responsables sur les dispositifs de formation tout au long de la vie
- Préparer les consultations du
- Organiser les actions de formation
- Après le présentiel, mise en œuvre en situation de travail

Certification with tutoring of the Training Officer cycle



FE-2 0 Days (5 Hours)

Description

The FFP Professional certification allows you to become professional and obtain recognition from the Professional Training Federation. Delivered by a jury of Skills Campus experts, the certification is backed by a professional framework and recognized in the business world. The FFP Professional certificate validates the training acquired and certifies mastery of a function, an activity or a profession. It allows you to promote the experience acquired in a professional career. This certification is intended for anyone participating in the cycle.

Who is this training for ?

For whom

Prerequisites

Aucune

Training objectives

- This system allows each candidate to: Carry out their professional project in the company
- Validate your training skills and their implementation
- Accelerate your learning through a project and ensure your success thanks to the two presentations in video format and the three individual follow-up meetings
- Take the necessary perspective to master your role by formalizing and presenting the results of your work to a jury of experts

Programme:

- Le programme de la certificat

Training officer



FE-3 6 Days (42 Hours)

Description

Over a three-step course, this cycle allows you to master the skills of the training manager. The first part aims to master the legal framework specific to professional training. It integrates the consequences of the 2018 reform. The second allows you to actively participate in the construction and implementation of the skills development plan. The third leads you to become a reference point of contact for employees and operational managers on training issues, and to support projects. Throughout the cycle, exchanges between participants allow you to share good practices and feedback.

Who is this training for ?

For whom

Training manager. Training assistant. Human Resources Assistant. HR or Training Manager.

Prerequisites

Aucune

Training objectives

- Organize training for the company and the establishment
- Ensure compliance with legal obligations regarding training
- Fully play your advisory role to employees and operational management
- Monitor achievements and contribute to the full effectiveness of the training

Programme:

- Utiliser de façon opérationnelle les textes de la formation professionnelle
- Identifier les différents dispositifs d'accès à la formation
- Participer à l'élaboration du plan de développement des compétences (ex plan de formation)
- Suivre le réalisé du plan
- Organiser les actions de formation
- Conseiller les salariés et les décideurs
- Accueillir des jeunes en alternance et des demandeurs d'emploi en formation
- Animer les formateurs internes et les tuteurs

- Évaluer et rendre compte des indicateurs de performance de la formation
- Positionner son propre rôle, vis-à-vis des responsables opérationnels et des salariés

Training project manager



FE-12 6 Days (42 Hours)

Description

The job of training project manager is becoming more complex. In fact, training projects are becoming multimodal. Learning is consolidated through courses distributed over time alternating face-to-face and distance learning, synchronous and asynchronous, in a work situation or outside the workstation.

Multiple contributors - internal and external -, taking into account field constraints and technical requirements... This training provides you with the management methods and tools to successfully conduct your training projects and demonstrate their added value.

At the end of this training, you will master the key skills of training engineering, coordination, communication and management.

Who is this training for ?

For whom

- Project manager/Training project manager.
- Experienced trainer in charge of designing and operating devices.
- Training manager in charge of training projects.

Prerequisites

- Aucun.

Training objectives

- Analyze the training request by placing it in its context
- Develop the specifications Co-build the training course as close as possible to the constraints and needs of the participants
- Integrate digital learning to achieve the desired objectives
- Frame and manage the project by integrating all internal and external stakeholders
- Choose digital resources and plan the production or acquisition of these resources
- Ensure the quality of the learner experience, including in the administration and logistics of the course
- Establish and implement an effective communications plan

- Evaluate the skills acquired and the contribution of the project to the performance of the company

Programme:

- PARTIE 1 : Qualifier le besoin et proposer un dispositif adapté (3 jours)
- PARTIE 2 : Piloter la conception des ressources, le déploiement du projet et son évaluation (3 jours)

Design e-learning modules



FE-24 3 Days (21 Hours)

Description

Designers can gain autonomy by learning to design simple distance learning modules. This training offers you a very operational approach to the production of e-learning modules.

Who is this training for ?

For whom

Any trainer involved in the development of distance self-training content.

Prerequisites

Aucune

Training objectives

- Frame the design of an e-learning module, define its format and its editorial line
- Design a storyboard, its structure, plan educational activities
- Produce an e-learning sequence from formalized content

Programme:

- Identifier ce qu'est un module e-learning Découvrir les différentes solutions de e-learning.
- Construire son projet de modules e-learning
- Scénariser le module
- Préparer l'intégration du module sur une plateforme LMS Définir les conventions de nommage.
Réaliser une sèquence de e-learning à l'aide d'un outil de type 'articulate storyline'.
- Activités à distance

Design and lead blended training courses



FE-5 6 Days (42 Hours)

Description

Digital technology is a real opportunity to boost teaching, and to truly place the learner at the center of the system. Designing and running blended training courses cannot be improvised. This requires entering into uses, and putting digital tools at the service of learning. This certifying training cycle offers a complete course: from the design of the system and digital resources to animation.

Who is this training for ?

For whom

This training cycle is aimed at trainers who wish to introduce digital technology into their designs and activities.

Prerequisites

Aucune

Training objectives

- Integrate digital tools into your training, in person or remotely
- Design mixed training systems for maximum efficiency
- Create resources and put them online
- Facilitate using digital tools, in order to promote participant engagement, attention and memorization

Programme:

- Diversifier les modalités pour engager les participants et faciliter leurs apprentissages
- Utiliser les modalités adaptées à chaque phase du dispositif
- Produire et mettre en ligne des vidéos filmées
- Produire des vidéos animées, des bandes dessinées, des infographies
- Activités à distance
- Concevoir une séquence présentielle intégrant un ou plusieurs outils digitaux gratuits
- Intégrer la réalité augmentée/réalité virtuelle (RA/RV)
- Animer en présentiel avec les outils digitaux

- Accompagner la formation à distance
- Concevoir, produire et diffuser avec des outils digitaux Modalités pédagogiques :
- Activités à distance

Design a training action - Level 1



FE-15 2 Days (14 Hours)

Description

Designing a training action cannot be improvised, and requires both method and creativity. This training will equip you to develop effective and motivating actions. It will provide you with the keys to varying your teaching techniques, and adapting them to the participants and the desired objectives.

Who is this training for ?

For whom

Trainer. Anyone who has to design training actions.

Prerequisites

Aucune

Training objectives

- Define objectives and progress. Determine the documents useful to the participants.
- Select the relevant content.
- Choose the methods adapted to the audience, the constraints, and the objectives sought.
- Develop the guide and the animation materials.
- Determine the documents useful to the participants.

Programme:

- En amont du présentiel
- S'approprier le Cahier des charges
- Sélectionner et organiser le contenu Délimiter le contenu utile, hiérarchiser les priorités. Définir les objectifs de la formation Définir ce que les participants seront capables de faire à l'issue de la formation. Bien situer le niveau à atteindre au r
- Prendre en compte les facteurs qui facilitent l'apprentissage des adultes
- Scénariser la formation
- Après le présentiel, mise en œuvre en situation de travail

- 7Certification Évaluation des compétences à certifier via un questionnaire en ligne intégrant des mises en situation (40 minutes).

Design a training action - Level 2



FE-31 2 Days (14 Hours)

Description

You are in charge of designing training actions. Your goal is to design effective and engaging training courses. This training allows you to test your designs, enrich them, and leave with a complete designer toolbox. It provides you with numerous keys to facilitate the planning, understanding and memorization of participants.

Who is this training for ?

For whom

Trainer responsible for training design. Project manager supervising designer trainers.

Prerequisites

Aucune

Training objectives

- Design motivating and effective training.
- Support interest and improve learning.
- Facilitate the transfer of knowledge in a work situation.

Programme:

- Optimiser les conditions de réussite de la formation S'assurer de la bonne définition des différents niveaux d'objectifs.
- Concevoir pour faciliter les apprentissages
- Mobiliser une grande variété de techniques pédagogiques
- Intégrer le digital à vos conceptions
- Donner aux participants des ressources aidantes

Build and deploy the skills development plan (e.g. training plan)



FE-38 2 Days (14 Hours)



Description

With the 2018 reform, the training plan becomes a skills development plan. Developing this plan means building an offer, serving the performance of the company and the development of employees. This implies knowing the company's challenges, its projects, and foreseeable employment developments. And to put in place a process adapted to the context, making a large part of consultation with operational managers. This training offers you a structured approach and practical tools.

Who is this training for ?

For whom

Training manager. Training Manager. Human Resources Manager in charge of training.

Prerequisites

Aucune

Training objectives

- Define a process and supports adapted to the context of your company to develop a plan.
- Respond to the company's challenges and operational needs.
- Facilitate the career paths of employees.
- Identify the possibilities for articulating the plan/OFPPT . Comply with legal obligations, in particular for consultation with the Works Council/Social and Economic Committee.
- Monitor progress.

Programme:

- Définir les étapes de l'élaboration du plan de développement des compétences Plan de développement des compétences : définition, obligations de l'employeur.
- Élaborer les orientations formation S'appuyer sur les anticipations en matière d'évolution de l'emploi. Traduire les enjeux et projets majeurs de l'entreprise. Rédiger une note d'orientation porteuse de sens. Diagnostiquer les besoins individuels et colle
- Chiffrer et prioriser les actions de formation
- Consulter et communiquer

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- Suivre le réalisé

Create games for your training



FE-12 2 Days (14 Hours)

Description

The use of games in training has proven its value, including in adult training. The game is involving, rich in shared emotions, which makes it an excellent vector for challenging preconceived ideas, understanding and memorization. This course will allow you to adapt generic games, in order to diversify your animation and energize your courses.

Who is this training for ?

For whom

Trainer, permanent or occasional facilitator.

Prerequisites

Aucune

Training objectives

- Transcribe training content into a game, to facilitate appropriation
- Rely on the pleasure and engagement generated by the game to achieve the targeted educational objectives
- Adapt a generic game
- Animate with a generic game

Programme:

- Identifier les caractéristiques du jeu pédagogique
- Choisir le type de jeu adapté en fonction des objectifs pédagogiques visés
- Intégrer le jeu dans le déroulement de la formation
- Tirer un bénéfice pédagogique du jeu Gérer le rythme d'une séquence ludique.

Doodling, mental map... energize your training thanks to visual language



FE-34 2 Days (14 Hours)



Description

Visuals - drawings, diagrams, graphic representations... are a powerful way to facilitate understanding and memorization. Producing and using visual supports during design and animation helps to inspire participants and facilitate the understanding of messages and therefore learning. This course provides the trainer with the keys to the visual language for design and animation and allows him to know the different tools as well as to experiment with them.

Who is this training for ?

For whom

Occasional or permanent trainer.

Prerequisites

Aucune

Training objectives

- Discover the challenges of visual language in training
- Translate training content into drawings, diagrams, mental or conceptual maps
- Support your contributions with visuals
- Facilitate the memorization and use of training acquired

Programme:

- Faciliter les apprentissages en utilisant les visuels
- Découvrir et pratiquer l'™alphabet visuel : les formes de base du doodling (dessin rapide) Dessiner des pictogrammes et des symboles.
- Réaliser et faire produire une carte mentale ou conceptuelle Identifier les règles de construction d'™une carte mentale.
- Animer avec des 'papers boards' dessinés
- Activité à distance

Evaluate the training



FE-13 2 Days (14 Hours)

Description

The training function is faced with a demand for proof of the real impact of actions. This training will allow you to acquire the method necessary to prove their value. This will involve measuring the results: satisfaction, achievements, change in professional behavior, impact with regard to previously defined indicators. And to promote the tangible and intangible effects of training to all stakeholders.

Who is this training for ?

For whom

Training manager. Training project manager. Training Manager. HR in charge of training.

Prerequisites

Aucune

Training objectives

- Use the satisfaction assessment to make a diagnosis and improve actions
- Use prior learning assessment wisely
- Conduct the evaluation of the transfer of training acquired and draw evidence of its value
- Evaluate the impact and return on expectations
- Quantify the return on training investment

Programme:

- Utiliser à bon escient les différents niveaux d'évaluation
- Évaluer la satisfaction des participants Identifier les informations à recueillir à l'issue de la formation. Élaborer le questionnaire.
- Évaluer le transfert des acquis de la formation Choisir une méthode adaptée pour évaluer les comportements professionnels. Élaborer le questionnaire d'évaluation du transfert.
- Évaluer les acquis Décider de l'opportunité d'une évaluation d'acquis en amont ou en aval de la formation. Choisir la modalité la plus pertinente de l'évaluation d'acquis, au regard des objectifs visés. Évaluer l'impact et le retour sur investissement for

- Certification Évaluation des compétences à certifier via un questionnaire en ligne intégrant des mises en situation (40 minutes). Activité à distance

Play the role of tutor



FE-21 2 Days (14 Hours)

Description

Becoming a tutor means sharing your know-how, supporting the development of skills as closely as possible to the needs on the ground, helping to integrate into the company. To best support, the tutor must become aware of their own knowledge and know-how, put their experience into words, communicate well, support... This tutoring training provides you with methods and tools to prepare your meetings with the person you support you, and gradually lead her towards autonomy in her activities.

Who is this training for ?

For whom

Any person required to exercise the role of guardian, of a young person or an adult. Trainer having to exercise a support role over time.

Prerequisites

Aucune

Training objectives

- Position yourself well as a tutor
- Welcome work-study students without discrimination
- Propose work situations adapted to the person being tutored
- Share your knowledge and know-how
- Conduct key tutoring interviews
- Evaluate to facilitate progress

Programme:

- Bien situer le rôle du tuteur pour bien se positionner
- Comprendre le mode de fonctionnement de chaque génération
- Construire les étapes du parcours de formation en situation de travail
- Accompagner efficacement Distinguer les différents temps du tutorat.
- Transmettre son savoir-faire

- Conduire les entretiens clés du tutorat

Training engineering expert



FE-40 3 Days (21 Hours)

Description

You want to design innovative and adapted training solutions. This requires making choices, based on precise specifications. Training in the classroom, remotely, in a work situation, mixed system, etc.: the impacts of these choices in terms of cost, but also effectiveness, must be anticipated and argued. This is the objective of this training in engineering training.

Who is this training for ?

For whom

Training manager, training project manager, educational manager, training manager, trainer.

Prerequisites

Aucune

Training objectives

- Validate the need for training and develop the specifications for the system.
- Build the architecture of the educational system.
- Integrate digital, social media, work situations, into the training solutions.
- Launch the call offers and select service providers.
- Validate the educational design.

Programme:

- Qualifier le besoin et élaborer le cahier des charges
- Construire l'architecture du dispositif pédagogique
- Lancer un appel d'offres et sélectionner un prestataire
- Valider la conception réalisée par un prestataire interne ou externe Piloter le déploiement du dispositif Définir le plan de communication.
- Certification Évaluation des compétences à certifier via un questionnaire en ligne intégrant des mises en situation (40 minutes). Activités à distance

Dealing with difficult situations in training



FE-20 3 Days (21 Hours)

Description

Leading a group of adults in training means adopting an open and positive attitude towards each participant, so that everyone feels accepted and sets out to learn. The Process Com ® approach allows the trainer to better understand the needs and reactions of each person, and to generate a good learning dynamic. It also allows them to know themselves better, and to react flexibly to hazards and difficult situations.

Who is this training for ?

For whom

Trainer wishing to strengthen their animation skills by going further in their knowledge of individual behavioral typologies highlighted by the Process Com ®.

Prerequisites

Aucune

Training objectives

- Identify different personality types with the Process Com ® tool
- Adapt your behavior to improve your communication with each participant
- Identify your individual strengths and areas for improvement
- Prevent your own risks of inappropriate reactions
- Facilitate positive interactions with and between participants

Programme:

- Identifier les différents types de personnalité avec la
- Développer sa flexibilité pour favoriser les apprentissages des participants Utiliser la
- Anticiper et bien gérer les situations d'animation délicates Gérer autrement les situations difficiles.

Trainer, integrate digital into your teaching



FE-22 2 Days (14 Hours)

Description

The means of learning are diversifying. The systems become multimodal, integrating face-to-face, distance self-training, but also the use of social media. Learn by working in collaborative mode, capitalize and update knowledge, exchange... so many actions essential to learning, facilitated by these new tools. Their mastery, as well as the art of helping learners get started, is essential for today's trainer. It is for these challenges that this training prepares to integrate digital into teaching.

Who is this training for ?

For whom

Trainer. Training project manager. Training Officer. Educational manager.

Prerequisites

Aucune

Training objectives

- Develop interactivity with your participants and their engagement during the training.
- Prepare and extend learning, for better efficiency.
- Facilitate informal learning.

Programme:

- En amont du présentiel
- Identifier les usages pédagogiques des outils digitaux Intégrer le digital et les réseaux dans la conception
- Utiliser le digital et les médias sociaux dans sa pratique pédagogique
- STM appuyer sur le digital et les réseaux pour rythmer le processus dTM apprentissage Mobiliser les apprenants et la ligne managériale.
- Évaluer et suivre un dispositif intégrant des outils digitaux Après le présentiel, mise en œuvre en situation de travail

Occasional trainer: design and deliver training



FE-30 3 Days (21 Hours)

Description

Being a trainer cannot be improvised! During this training, you will implement our method to design motivating and effective training, deliver it with ease, and evaluate the contributions. This course will allow you to experiment for 3 days with a turnkey toolbox to design and deliver a training action with complete confidence. You will put into practice varied and fun animation techniques. You will thus be able to promote the learning of your participants, create a safe environment and generate positive group dynamics.

Who is this training for ?

For whom

Anyone wishing to become an occasional trainer.

Prerequisites

Aucune

Training objectives

- Design face-to-face training.
- Lead training.
- Build a 'toolbox' of effective and easy-to-implement teaching techniques.

Programme:

- Adopter une posture de formateur orienté participants
- S'approprier le cahier des charges
- Définir un déroulement bien adapté aux participants et aux objectifs visés
- Élaborer les bons supports pédagogiques, pour le formateur et pour les participants
- Animer la formation avec aisance Bien se préparer.
- Susciter une dynamique de groupe positive
- Évaluer les acquis de formation
- Certification

Occasional trainer: training to communicate better with the group



FE-33 1 Days (7 Hours)

Description

This very operational day, centered on the trainer's relationship with the group, offers an action-oriented pedagogy. Intensive training will allow you to adopt the right postures and good practices. You will thus be able to generate motivation and facilitate the learning of your participants.

Who is this training for ?

For whom

Occasional trainer, beginner or less experienced.

Prerequisites

Aucune

Training objectives

- Create positive group dynamics
- Speak up: use your voice, intervene at the right time, structure your interventions
- Adopt the posture that facilitates learning

Programme:

- Bien commencer la formation : de l'accueil de chacun à la prise de contact avec le groupe
- Exposer un contenu, un savoir-faire tout en étant présent au groupe : regard, occupation de l'espace ...
- Conduire un feed-back de manière 'apprenante' Mettre en évidence les points positifs, les axes de progrès
- Bien gérer les comportements difficiles
- Animer un quiz, un jeu pédagogique

Trainer: succeed in your activities - Level 1



FE-16 2 Days (14 Hours)

Description

Leading a group of adults in training means promoting interactivity and creating a climate favorable to the acquisition of knowledge. Beyond their personal qualities, the trainer must master specific know-how in training delivery, to generate motivation and learning. He must also go beyond his own expertise to make the content accessible to participants. To do this, he must be able to implement a wide variety of teaching techniques. During this training you will train intensively to acquire the essential ease for successful animation.

Who is this training for ?

For whom

Beginner trainer.

Prerequisites

Aucune

Training objectives

- Lead active and motivating training.
- Create good group dynamics.
- Facilitate learning for each participant.
- Anticipate and manage difficult situations well.

Programme:

- Bien se préparer pour animer
- Bien débiter sa formation
- Éveiller et maintenir l'intérêt du groupe
- Favoriser l'implication et la participation
- Communiquer avec aisance en situation pédagogique
- Anticiper et bien gérer les situations difficiles en formation
- Certification

Trainer: succeed in your activities - Level 2



FE-19 2 Days (14 Hours)



Description

Already experienced trainer, you are looking for new ways to facilitate your training activities. These two days allow you to have feedback on your professional practice, to discover new tools to improve the effectiveness of your activities, and above all to develop your ability to constantly invent new ones...

Who is this training for ?

For whom

Confirmed trainer wishing to take stock of his practice and innovate.

Prerequisites

Aucune

Training objectives

- Benefit from feedback on your practice.
- Develop your interpersonal skills to better manage difficult situations during training.
- Increase the impact of your activities by reinforcing the interest and commitment of your participants.

Programme:

- En amont du présentiel
- Susciter l'engagement dès le début de la formation
- Susciter la participation
- Favoriser la compréhension et la mémorisation
- Communiquer et faciliter les échanges en situation difficile
- Après le présentiel, mise en œuvre en situation de travail
- 7Certification Évaluation des compétences à certifier via un questionnaire en ligne intégrant des mises en situation (40 minutes).

Trainer training



FE-6 10 Days (60 Hours)

Description

Becoming a trainer means mastering specific teaching techniques and methods, in order to share your knowledge and know-how. It also means adopting the right posture, finding contact with each participant, and generating a positive group dynamic. The trainer must both master his content and focus on the learner, to take each person 'where they are' and allow them to progress. This cycle truly allows you to professionalize yourself as a trainer.

Who is this training for ?

For whom

Trainer and anyone wishing to become a training professional.

Prerequisites

No prior knowledge or practice in training.

Training objectives

- Facilitate with ease.
- Create a positive group dynamic.
- Arouse and maintain the interest of participants.
- Facilitate understanding and memorization.
- Integrate digital tools to strengthen participant engagement.
- Design effective training actions and motivating.
- Use appropriate teaching techniques.
- Evaluate what you have learned and regulate your intervention.

Programme:

- Identifier le rôle du formateur Identifier les 3 fonctions du formateur.
- Animer à partir d'un scénario pédagogique existant
- Tenir compte des apports des neurosciences pour faciliter les apprentissages de chacun
- Créer et utiliser des supports de formation utiles

- Animer une sèquence de formation
- Exploiter les apports du digital pour dynamiser la formation
- Activité à distance
- S'approprier les étapes de la conception d'une formation
- Concevoir une action de formation en autonomie
- Animer une sèquence Expèrimenter des techniques variées.
- Évaluer la formation
- Activités à distance
- Identifier les facteurs clès de succès pour l'animation
- Prendre efficacement la parole
- Gérer les moments clès d'animation
- Gènerer une dynamique de groupe positive
- Faire le point sur son projet en tant que formateur

Training of civil servants: integrating the CPA (Personal Activity Account)“ OFPPT and CEC



FE-37 1 Days (7 Hours)



Description

This one-day training will allow you to fully understand the CPA - OFPPT and CEC - of civil servants and to measure its implications.

Who is this training for ?

For whom

Any actor in human resources and training (Training Manager or Manager, Training Manager), in the public service or in an establishment managing public law personnel.

Prerequisites

Aucune

Training objectives

- Master the operation of the CPA: OFPPT and CEC.
- Support agents in the implementation of their CPA: Personal Training Account and Citizen Engagement Account.
- Distinguish what falls under the training plan and what falls under of the OFPPT.

Programme:

- Évolution du cadre réglementaire de la formation dans la fonction publique Ordonnance n° 2017-53 du 19 janvier 2017. Décret n° 2017-928 du 6 mai 2017. Décret n°2016-1970 du 28 décembre 2016. Circulaire d'application du 10/05/17. Textes en préparation. Fin
- Modalités de fonctionnement du
- Intégration du CPF dans la politique de formation
- Faire vivre le CPF Établir un plan de communication.

The new training function dashboard



FE-26 1 Days (7 Hours)

Description

In the current context of professional training, traditional indicators are no longer sufficient. Focused on the means implemented, they do not take into account the contribution to the value of the training. It is essential for the training department to create a real management and communication tool. This is the objective of this course on the new training function dashboard.

Who is this training for ?

For whom

This training is aimed at anyone responsible for managing training in the company: training manager, training manager, etc.

Prerequisites

Aucune

Training objectives

- Have a management tool to prioritize your actions and measure their impact.
- Highlight the results generated by the training, and their contribution to value.
- Use the training dashboard as a training tool decision support.
- Position yourself as a service provider: provide relevant information to internal customers.

Programme:

- Construire le système de pilotage de la fonction formation Définir ce qu'est un système de pilotage.
- Identifier les grands processus et les clients internes de la fonction formation
- Mesurer et mettre en évidence les résultats des actions de formation grâce au tableau de bord
- Communiquer sur les indicateurs auprès des parties prenantes

The key points of training management



FE-14 3 Days (21 Hours)

Description

Professional training is currently undergoing profound reform. Those responsible for training and skills development must take ownership of this new legal environment to build the training policy best suited to the challenges of their company.

Who is this training for ?

For whom

Any person responsible for managing continuing professional training. Training manager. Training assistant. Training Manager. Human Resources Manager.

Prerequisites

Aucune

Training objectives

- Manage the company's training policy.
- Step back from its practices to better understand its room for maneuver in relations with the IRPs.
- Optimize the budget.
- Develop and implement the training plan. adaptation and skills development.
- Integrate the Personal Training Account into a co-investment logic.

Programme:

- Utiliser de façon opérationnelle les textes de la formation professionnelle
- Identifier les modalités d'accès à la formation
- S'approprier le système de financement de la formation professionnelle
- Construire un processus d'élaboration du plan adapté aux besoins de l'entreprise et de ses collaborateurs
- Consulter le CSE et communiquer sur le plan de formation
- Accompagner les salariés Informer les salariés sur les dispositifs :
- Certification

Coaching techniques to facilitate your training



FE-7 3 Days (21 Hours)



Description

A new perspective, a new posture for the trainer, which allows him to prevent and best manage difficult situations during training. This training allows you to revisit your practice and integrate approaches from individual coaching and team coaching into your activities. This is to mobilize everyone's resources and group synergy. New ways to make trainees active in their training.

Who is this training for ?

For whom

Any trainer who is already experienced and wishes to integrate processes focused on the resources and obstacles of the person and the group.

Prerequisites

Aucune

Training objectives

- Rethink your way of intervening as a trainer.
- Adopt a new posture resulting from coaching, in order to make each learner responsible for their own progress objectives.
- Pose a framework to place yourself and the group in the conditions of success.

Programme:

- Rêussir ses animations en adoptant une posture issue de la démarche du coaching Évaluer les conditions de réussite et d'échec d'une formation. Effectuer un diagnostic qui permette à chaque participant d'identifier ses propres objectifs.
- Accompagner les participants dans leur progression avec les techniques issues du coaching
- Prévenir les situations difficiles grâce à la posture de formateur coach

Training and skills development manager



FE-25 9 Days (63 Hours)

Description

The job of training manager is evolving profoundly. It's about developing skills, supporting change, and anticipating profound developments in professions. This means less legal and administration, more field approach, more design of innovative solutions for learning. And this in the context of the reform of the professional training system in 2018, the digitalization of the economy, new work organizations... The Training function is at the heart of building performance and tends to cover the entire field of development of individual and collective skills. This cycle will allow you to acquire all the key professional know-how of this function. The dimensions 'posture', 'communication', 'change support' are addressed throughout the cycle. The legal content is updated as the texts are published. Intersessional work and exchanges between participants enrich everyone's experience, and facilitate transposition into a work situation.

Who is this training for ?

For whom

Training manager. Training Manager. Human Resources Manager in charge of training.

Prerequisites

Aucune

Training objectives

- Anticipate developments, contribute to the operational performance of the company and the career paths of employees
- Build a relevant training plan
- Take into account the new legal framework for training, resulting from the 2018 reform
- Design and manage face-to-face, distance and 'mixed' training projects
- Ensure and prove the effectiveness of training
- Report your contribution to value through an adapted dashboard

Programme:

- Situer son activité dans le contexte législatif et conventionnel après la réforme 2018
- Articuler la politique formation et le développement des compétences aux enjeux de l'entreprise

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- Définir et mettre en œuvre le plan de développement des compétences (ex plan de formation)
- Activités à distance
- Qualifier le besoin et élaborer le cahier des charges
- Définir le dispositif de formation
- Lancer un appel d'offre et sélectionner un prestataire
- Professionnaliser la formation interne
- Valider les supports de formation
- Piloter le déploiement du dispositif
- Activité à distance
- Se repérer dans le système de certification
- Utiliser à bon escient les différents niveaux d'évaluation
- Définir le processus d'évaluation Construire les outils adaptés.
- Élaborer le tableau de bord de la fonction formation
- Définir son plan d'action en tant que responsable formation
- Activité à distance

RF, develop and market your training policy



FE-36 2 Days (14 Hours)

Description

The training function is found at the conjunction of two phenomena. On the one hand, training reform questions budgets and processes. On the other hand, access to knowledge and ways of learning are undergoing profound change. The challenge is to position itself as an internal provider of effective solutions to develop skills and performance. Several avenues of innovation are opening up, with digital technology, but also with on-the-job training and informal apprenticeships. Training managers, your role is evolving! This training will allow you to work on your posture and enrich your internal solution proposition.

Who is this training for ?

For whom

Training manager, HR, HRD.

Prerequisites

Aucune

Training objectives

- Improve the relevance of training solutions
- Propose innovative solutions linked to new ways of learning
- Adopt an internal consultant posture
- 'Marketing' training

Programme:

- Repérer les facteurs d'évolution du métier de
- Se positionner comme consultant interne Définir et faire respecter les conditions de la contribution de la formation à la valeur.
- Proposer des solutions innovantes adaptées aux besoins des opérationnels
- Contribuer au marketing RH, interne et externe

Select, train, lead a network of internal trainers



FE-28 1 Days (7 Hours)

Description

Internal training is developing, it is a key relay in the professionalization of employees. In this training, we give you the benchmarks and methods necessary to unite, support and equip your internal trainers.

Who is this training for ?

For whom

Training project manager. Training manager, in charge of increasing skills and running the network of internal trainers.

Prerequisites

Aucune

Training objectives

- Build the team of internal trainers.
- Support the increase in skills of internal trainers.
- Create favorable conditions for quality internal training.

Programme:

- Constituer une équipe de formateurs occasionnels internes Déterminer les attendus vis-à-vis des formateurs et les conditions dans lesquelles s'exerceront leurs missions.
- Créer les conditions nécessaires à la qualité des formations internes S'assurer de la bonne formulation des 'commandes'. Déterminer le processus d'habilitation des formateurs assurant un déploiement. Définir les spécifications des conceptions internes. G
- Animer le réseau interne des formateurs

Training of occasional trainers



FE-12 2 Days (14 Hours)

Description

Being a trainer cannot be improvised. Having knowledge does not necessarily mean knowing how to transmit it. This training will allow you to acquire the tools and methods necessary to successfully conduct occasional training.

Who is this training for ?

For whom

Occasional trainer. Anyone wishing to pass on their knowledge.

Prerequisites

None.

Training objectives

- Understand the learning process and pedagogy for adults
- Define educational objectives and a schedule
- Design activities and educational materials
- Master the techniques of leading a group of trainees
- Evaluate the training action and its follow-up

Programme:

- Comprendre les principes de la formation
- Motiver un adulte à apprendre
- Concevoir la formation
- Animer la formation de façon claire et vivante
- Gérer les situations délicates
- Evaluer et suivre l'action de formation

Training of trainers, professional development



FE-40 2 Days (14 Hours)

Description

This training will allow you to validate and strengthen your skills as a trainer, taking advantage of your strengths. You will have the opportunity to refine your knowledge and techniques thanks to feedback from your peers and take a step back from your practice.

Who is this training for ?

For whom

Trainers and anyone required to lead training.

Prerequisites

Experience in training facilitation and knowledge of basic preparation and facilitation techniques.

Training objectives

- Evaluate your training practices.
- Acquire new educational activities.
- Overcome resistance to change in a leadership situation.
- Manage delicate situations with advanced regulation techniques.
- Build tools to evaluate the action of training.

Programme:

- Faire le bilan de sa pratique de formateur
- Elargir sa palette d'activités pédagogiques
- Identifier les différents modes d'apprentissage
- Faire de la formation un vecteur de changement
- Faire face aux situations délicates
- Construire des outils d'évaluation
- Se fixer des objectifs de progrès
- Conduire efficacement les participants

Train differently: lead a virtual class



FE-10 2 Days (14 Hours)

Description

The virtual classroom is an educational approach that is attracting more and more companies. This course will allow you to identify the benefits and constraints linked to this method of training. You will learn in particular how to design a virtual class, take care of the preparation, the start, the involvement and the conclusion.

Who is this training for ?

For whom

Trainer or any person required to lead a virtual class.

Prerequisites

Aucune

Training objectives

- Understand the different types of virtual classroom
- Master the main virtual classroom animation tools
- Prepare the training and design the exercises
- Get the training off to a good start and encourage learner involvement
- Conclude a virtual class and measure its effectiveness

Programme:

- Comprendre les bénéfices et contraintes de la classe virtuelle
- Utiliser les outils permettant l'animation d'une classe virtuelle
- Développer une classe virtuelle
- Préparer les travaux pratiques adaptés à la classe virtuelle
- Savoir présenter une classe virtuelle
- Conclure une classe virtuelle

Ludopedagogy, designing and delivering training through games



FE-17 2 Days (14 Hours)

Description

Trainers do not always have the answers to a lack of motivation and learner involvement. This course will allow you to discover original teaching methods and fun tools promoting participation in training.

Who is this training for ?

For whom

Trainers, facilitators, educational engineers.

Prerequisites

Aucune

Training objectives

- Understand the different approaches through games
- Build a fun educational progression
- Design fun tools and supports
- Lead training using games

Programme:

- Comprendre les principes de la formation par le jeu
- Construire une progression de formation originale
- Découvrir des outils et supports ludiques
- Concevoir un outil ludopédagogique
- Animer une formation par le jeu

Design and produce e-learning content



FE-27 3 Days (21 Hours)

Description

This internship offers a general vision of e-learning and all its opportunities. You will see in particular the different stages of creating multimedia educational content, creating an e-learning module with Storyline® and publishing your creations on an LMS learning platform.

Who is this training for ?

For whom

Trainer, educational engineer, teacher, training manager, consultant.

Prerequisites

Aucune

Training objectives

- Have a general vision of e-learning and its opportunities
- Discover the stages of creating multimedia educational content
- Create an e-learning module with Storyline®
- Publish on module in an LMS

Programme:

- Prendre ses repères dans le monde du e-learning
- Maîtriser les facteurs de succès du e-learning
- Réaliser l'étude d'ingénierie pédagogique e-learning
- Créer un module de formation multimédia interactif
- Créer des contenus pédagogiques multimédia
- Découvrir un outil auteur e-Learning : Articulate Storyline®
- Ajouter de l'interactivité au module
- Paramétrer un LMS

Training engineering - Tools and techniques for effective training management



FE-11 2 Days (14 Hours)

Description

Training is not an activity that exists independently of all others. More than thirty years of practice and development in the sector have shown that continuing professional training is closely linked to work, the economic situation, the job market and its evolution. In this context, several notions have notably made training evolve: employment, quality, projects... Nourished by these contributions, today, training can no longer be considered as a single activity or even as an end in itself. It is a means which, to be fully used, is divided into several parts: forecasting and analyzing needs, constructing actions, then carrying out and finally evaluating. These combined and anticipated approaches are called training engineering and educational engineering. They are linked to Forecast Management of Jobs and Skills. This session proposes to explore more particularly the field of training engineering, a point of view adopted by the sponsor of a training action and manager of professional training for employees in a company or institution.

Who is this training for ?

For whom

This training is primarily aimed at CEOs, HR managers, training managers, development managers, trainers and social partners.

Prerequisites

Aucune

Training objectives

- Move coherently from business strategy to training action
- Build trajectories and paths based on all the tools available in the company
- Manage and place under quality assurance the training of the company's human capital company.
- Integrate the methodological and financial framework governing the continuing professional training of company employees.

Programme:

- Introduction
- Stratégie et mise en œuvre de l'ingénierie de formation
- La Gestion Prévisionnelle des Emplois et des Compétences et ses liens avec la formation en entreprise

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- L'analyse des besoins en formation
- Le plan de formation
- Le suivi des prestations - l'ingénierie pédagogique
- Les budgets formation
- Evaluation, et mises sous assurance qualité
- Conclusion

Training of trainers



FE-39 3 Days (21 Hours)

Description

This training will show you how to design, deliver and evaluate training. It will teach you in particular to develop an educational progression by objective and to fully integrate the notion of empathy in an action of knowledge transfer.

Who is this training for ?

For whom

This training module is aimed at anyone responsible for transmitting expertise or involved in internal or external training activities.

Prerequisites

None.

Training objectives

- Know and master the fundamentals of adult training.
- Design a training animation by applying appropriate methods.
- Use teaching techniques and group management.
- Develop your materials and participatory actions (exercises) in line with your objectives.

Programme:

- Identifier les attentes de la formation, les différents statuts et le rôle du formateur
- Concevoir et structurer son programme de formation
- Animer une séquence en utilisant et en adaptant les techniques pédagogiques
- Identifier les facteurs de réussite