

## 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

### Training program

#### Comprendre les principes de la formation

- The differences between tutor and trainer.
- The role of the trainer.
- The principles of adult education.
- The process of 'learning.
- The keys to effective training.
- Collective reflection Exchanges, sharing of practices.

### Motiver un adulte à apprendre

- Sources of motivation in training.
- Key points in the trainer's attitude.
- Taking into account resistance to change.
- Case study Analysis of examples experienced by participants, exchanges of practices.

### Concevoir la formation

- Identify the context and the challenges of the training action.
- Analyze the request and the objective.
- Plan the educational activities.
- Design the educational materials.
- Plan the main thread of the training: themes and educational progress.
- Create tools for trainees: summary sheets, case studies, quizzes .
- Case study Case studies carried out from professional situations.

### Animer la formation de façon claire et vivante

- Take care of your introduction and the presentation phase.
- Know how to speak in public.
- Arouse participation and interest.
- Make your explanations clear and accessible.
- Use different types of exercises.
- Check understanding.
- Evaluate what you have learned during the animation.
- Scenario simulation Simulation exercises, analysis of strengths and areas for improvement.

### Gérer les situations délicates

- Spot the signs of blockage.
- Deal with difficult participants.
- Know how to reframe discussions.
- Use the group to move forward.
- Scenario Training, sharing of practices.

### Evaluer et suivre l'action de formation

- Evaluate satisfaction.
- Measure the acquisition of skills.
- Analyze the transfer of acquired knowledge.
- Evaluate the return on investment.
- Scenario Practice concluding a training session using feedback and evaluation tools.