

Lead a training project



MPGP-38 3 Days (21 Hours)

Description

Project management is a key skill for training engineering. It requires both mastery of educational design and adequate positioning as a project manager. This internship will provide you with lasting tools to build and deploy the systems your organization needs.

Who is this training for ?

For whom

Training project manager. Training mission manager. Training Manager. Trainer in charge of device design and operation.

Prerequisites

Aucune

Training objectives

- Master the tools and apply project management techniques to build training actions.
- Design and implement motivating and effective training systems.
- Integrate multimodality into training systems.

Training program

En amont du présentiel

- A self-diagnosis.

Analyser la demande et repérer la contribution de la formation aux projets de l'entreprise

- Conduct interviews with sponsors.
- Analyze the issues, risks, conditions for success.
- Analyze and plan the treatment of constraints specific to the project training.

Élaborer le cahier des charges du projet Déterminer les différents niveaux d'objectifs et les indicateurs de mesure des résultats. Rédiger les différentes rubriques du cahier des charges. Valider le cahier des charges. Proposer un dispositif de formation

- Choose and articulate the appropriate training methods.
- Integrate the evaluation into the design of the system.
- Establish the provisional budget.

Faire appel à un prestataire externe

- Launch the call for tenders and select a service provider.
- Contractualize the relationship.
- Create the conditions of the partnership.

Organiser et piloter le projet

- Constitute and define the roles of the different authorities.
- Establish the operating and communication rules.
- Control the parameters of deadlines, costs, quality.
- React with agility to the unexpected.
- Define your indicators and build the dashboard.

Après le présentiel

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

- A weekly challenge for weeks To find out more about remote activities To benefit from the contributions of an expert on a theoretical or practical point: a
- expert 'The KING of 'a training'.
- To share feedback at the end of your training: a virtual class.