

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

Training program

Situer son activité dans le contexte législatif et conventionnel après la réforme 2018

- Identify the new players in the professional training system: Opco: scope and missions; Roles of France Compétences and professional branches.
- Identify the training systems accessible to employees: training plan ; CPF and CPF for professional transition.
- Identify the training financing mechanisms: according to the size of the company according to the targeted mechanisms: plan, CPF co-investment, Pro-A, contract; professionalization, learning.
- Respecting the employer's obligations in terms of employee employability.
- Scenario A common thread, which facilitates the appropriation of the legal rules. applicable.

Articuler la politique formation et le développement des compétences aux enjeux de l'entreprise

- Identify the major challenges of your company/ entity.
- Rely on a Forward-looking Employment and Skills Management approach.
- Define the training orientations, in line with the strategic orientations of the company: Consult the CSE on training orientations.
- Scenario Diagnose the major challenges of a company/entity Write the orientation note. training.

Définir et mettre en œuvre le plan de développement des compétences (ex plan de formation)

- Identify the possibilities and the interest of negotiations on the training policy.
- Define a process for developing the plan adapted to the size, organization and context of the
- Define the content of the plan: rely on the new definition of the training action.
- Costume and arbitrate the annual plan. on the plan.

Activités à distance

- To discover a subject related to training: an
- expert 'Can we motivate people to learn?'. .

Qualifier le besoin et élaborer le cahier des charges

- Ask the right questions.
- Define the criteria for success.

Définir le dispositif de formation

- Identify the different training modalities.
- Anticipate the cost, and the conditions for success of each type of system: face-to-face, distance learning, training in a work situation.
- Locating yourself in the distance training environment: LMS: typology, functionalities and selection criteria.
- Mapping of stakeholders.
- Integrating the different versions of distance training : modules, videos, virtual classes, COOC ...
- Integrating Training Actions Into Work Situations (AFEST)
- Mixing the different modalities, face-to-face and remotely. .

Lancer un appel d'offre et sélectionner un prestataire

- Launch a call for tenders and select a service provider

Professionaliser la formation interne

- Professionalize internal training

Valider les supports de formation

- Validate the training materials

Piloter le déploiement du dispositif

- Scenario Use a decision support matrix to best integrate multimodality into your training systems.

Activité à distance

- To benefit from the contributions of an expert: an expert 'Train adults, yes, but how do they learn?' ; a expert 'The ROI of training'.

Se repérer dans le système de certification

- Identify the different types of certifications.
- Distinguish between certification and qualification. a reference.
- Argument the interest of a certification, for the company and for employees

Utiliser à bon escient les différents niveaux d'évaluation

- Evaluate satisfaction; acquired knowledge; transfers in the work situation.
- Evaluate the monetary and intangible impacts.
- Highlight the return on expectations and return on investment.

Définir le processus d'évaluation Construire les outils adaptés.

- Analyze the results. Propose corrective actions.
- Student work based on real evaluation reports.

Élaborer le tableau de bord de la fonction formation

- Distinguish between process indicators and results indicators.
- Define alert thresholds and objectives.
- Communicate on results.

Définir son plan d'action en tant que responsable formation

- Define your action plan as a training manager

Activité à distance

- To reinforce your learning and share your field practices: a virtual class.
- Evaluation of acquired knowledge