

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.

Training program

Constituer une équipe de formateurs occasionnels internes Déterminer les attendus vis-à-vis des formateurs et les conditions dans lesquelles s'exerceront leurs missions.

- Give yourself criteria for selecting trainers.

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

- Support the skills development of training designers: help an expert make their knowledge transferable; guide and validate the production of materials through successive milestones: progress, presentation, exercises, videos...
- Support the skills development of training facilitators: use an animation observation grid; provide constructive feedback to a facilitator.
- Validate the design of modules developed internally: use a validation grid for in-person training; use a validation grid for a virtual class.

Animer le réseau interne des formateurs

- Position yourself as a network facilitator.
- Encourage the sharing of good practices.
- Help trainers overcome possible difficulties.