

TRAIN THE TRAINERS

Duration: 2 days (14h)

Date: within 2 months

Price In-house at Eurobogen: EUR 1150 net/person (no VAT)

Price at the Organisation: On demand (4-12 persons)

OVERVIEW

Members of an organization who have seniority or expertise in a certain field often take on the role of teacher. Whether teaching users how to use tools, explaining processes to teams, or introducing workers to safety standards, trainers must plan the content and method of instruction so that their participants can apply this knowledge on their own.

This seminar shows how to plan and conduct internal training sessions. It teaches instructional design for adults.

AUDIENCE & PREREQUISITES

- All audiences
- Prerequisites: none

LEARNING OBJECTIVES

- Theories and practices of adult education
- Personal and professional learning objectives at work
- Aligning learning with institutional strategy
- Training methods, techniques, and tools
- Long- and short-term programs
- Training to support organizational change
- Deepening the skills and abilities of employees
- Instructional design and presentation
- Time management and group dynamics
- Writing training manuals
- Criteria grid for assessing knowledge growth and skills development.



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PROGRAMME

- Psychology of learning in adult professionals
- Understanding training objectives for a specific audience
- Preparing the framework and content
- Detailed planning
- Balance between theory and practice
- Balance between input from the trainer and group discussions/exchanges
- Visual representation
- Working in pairs to test the planning
- The trainer: ability to teach, support, guide, facilitate, and represent an institution
- Test design
- Assessment design
- Creating an evaluation form for participants to fill out
- Different levels of assessment.

METHODS & EVALUATION

Alternating between theoretical input, simulations, and exercises.

Evaluation of Client satisfaction:

- At the end of the seminar
- After three months

Evaluation of learning outcomes:

Self-assessment questionnaire at the end of the training course.

Recognition: Eurobogen Certificate

ADDITIONAL RELEVANT TRAINING

- Becoming a manager
- Team management
- Intercultural management

CONTACTEZ-NOUS

contact@eurobogen.com

<https://www.eurobogen.com/contact/>

(+33) 3 88 62 37 24

(+49) 1727451508