



Catalog

TRAIN THE TRAINER

2023

More than **25**
years of experience

20000+
trainees

1000+
companies,
communities
& states

Training

- Inter-company
- In-company
- Tailor-made





At Aegide International, we consider training as a performance lever for our employees and our company. That's why we have developed a quality training service that meets the continuing training needs of employees and employers and contribute to the success of your business.

Our trainers are HSE professionals with extensive knowledge of occupational health and safety. They also have a wealth of extensive experience in different sectors such as the food, chemicals, electronics, energy, oil and gas, mining and construction industries.

But because being an HSE expert is not enough to be a good trainer, our team of pedagogical engineers will put their expertise to work for your employees, to become real training experts !

So you're sure to find an answer to your question in this catalogue. If not, please do not hesitate to contact us : we offer a wide range of HSE products and services and we design tailor-made programmes, whatever the function or level of competence.

See you soon,

Elise Marin

BLM Training Department

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Training **Become trainer**



BECOME TRAINER

Benefits for your company

WHY BECOME A TRAINER ?

Becoming a trainer means mastering teaching techniques in order to share knowledge and expertise on specific HSE topics. It also means adopting the right attitude and creating a positive group dynamic.

The trainer's training course covers two areas of competence :

1. Learning the basics of facilitation
2. Carrying out the facilitation and evaluating the participants to be trained on the chosen HSE topic

WHO IS CONCERNED ?

Our interventions are aimed at internal trainers, occasional trainers, managers, experts who intervene in particular in internal company training centers.

WHAT IS THE BENEFIT FOR THE COMPANY OF TRAINING TRAINERS ?

- Internalise resources
- Valuing and retaining employees
- Increase freedom and flexibility in your organisation
- Facilitate skills management
- Have internal resources that allow you to adapt training to your activity
- Reduce external training cost

BECOME TRAINER

Benefits for your company

WHY TRAIN YOUR EMPLOYEES ?

Benefits for the company :

Competitive advantage

- Increase productivity
- Improve service quality
- Stay competitive
- Better performance for better results
- Have operational employees
- Promote prevention and safety within the company
- Be trained in the latest technological advances and standards.

Corporate image

- Build employee loyalty
- Enhance and improve the corporate image by proving the skills of its employees
- Increase the attractiveness of hiring
- Demonstrate that the company is open and human to its employees

Benefits for employees :

- Increase team motivation and satisfaction
- Improve employee autonomy
- Support and guide your employees in their careers



BECOME TRAINER

Some customer references



MAUREL & PROM

Train the trainer
« Gestures and postures »

Their internal trainers are now able to prevent the risks associated with physical activity in the workplace on a daily basis.



ADDAX PETROLEUM

Train the trainer
« Internal auditor »

Their internal trainers are now able to master the approach and techniques of conducting an internal audit.



LAFARGEHOLCIM

Road safety training
program

LafargeHolcim asked us to help team develop and implement a comprehensive train-the-trainer programs in defensive driving for light and heavy vehicles worldwide



TERANGA GOLD

Evaluator program

Teranga Gold wanted to improve the skills of its internal trainers. They are now able to evaluate and measure the impact of training programs using the Kirkpatrick method.

BECOME TRAINER

Our typical courses

THE PROCESS



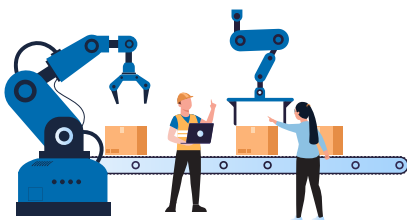
1 Teaching techniques (E-learning)

- Knowledge assessment quiz



2 Presentation and validation of the theoretical part of the training module (classroom)

- Knowledge assessment quiz



4 Presentator (theory) Assessor (practice)

- Evaluation of theory - Presentator Grid assessment
- Evaluation of practice - Assessor Grid assessment



3 (If there is a practical part) Presentation and validation of the practical part of the training module

- Practical assessment according to the validation grid



5 Trainer certification for the training module (valid for 3 years)

Our typical courses

DELIVERABLES AND RESOURCES

Aegide International will provide per participant :

A digital teaching toolkit integrating varied and innovative animation methods, consisting of:

- Training materials (ppt format)
- Validation quiz for theoretical part (pdf format)
- Validation grid for the practical part (xls format)
- Trainer's booklet (pdf format)
- Participant booklet (pdf format)
- Blank attendance sheet (word format)
- Blank satisfaction evaluation sheet (word format)
- Blank training certificate (ppt format)
- Blank end of training report (word format)

Aegide International will provide to the customer :

- final report of training of trainer
- Attendance sheet for the training of trainers
- Training certificates for participants with a minimum 70% pass rate in the various evaluation tests (theoretical and practical).



BECOME TRAINER

Our common module for all courses

ACQUISITION OF TEACHING TECHNIQUES

E-LEARNING - 2 HOURS

This first training module enables future trainers to acquire the fundamental knowledge of pedagogical techniques in order to be able to deliver specific HSE training courses thereafter.

PREREQUISITES

- Good communicator
- Enthusiastic, dynamic, positive and good listener
- Knowledge and experience of the subject matter to be delivered

TEACHING OBJECTIVES

- Define the role and expected attitude of the trainer
- Present benchmarks for facilitation
- Identify tools and methods to facilitate your future interventions

TRAINING CONTENT

- Introduction
- Learning channels
- Recognising the different profiles of participants
- The trainer (the qualities required, his role, the different styles of facilitation)
- The layout of the room
- The teaching material
- The conduct of a training session

TRAINING ORGANISATION

Teaching team

Pedagogical and technical means

- E-Learning
- Projected training documents
- Theoretical presentations
- Online evaluation quiz

Tracking device to implement the evaluation of training results

- Attendance sheet
- Training evaluation form
- Certificate of completion of the training course

Training Management

- Risk assessment
- Simultaneous Operations (SIMOPS)
- Work permit system
- Accident analysis - Cause tree
- Internal auditor



TRAIN THE TRAINER - MANAGEMENT

Risk assessment

By the end of the course, the trainer will be able to deliver this theoretical and practical training program :

Persons concerned :

Anyone concerned by the analysis of occupational risks.

Prerequisites :

None

Objectives :

The trainee will be able to :

- Master a practical method for identifying and assessing risks and acquire a consistent method for controlling risks.

TRAINING CONTENT

- Notions of dangers, risks, damages...
- Reference standards
- Risk assessment methodology
 - The principles
 - The stages of risk assessment
 - Hazard identification methods
 - Technical knowledge of risks
 - Assessing Likelihood and Potential Severity
 - Determination of prevention, protection and intervention measures
 - Communication and Review
- Applications of risk analysis

Assessment : Continuous assessment and MCQ final test.



Duration:
4 days



Language :
French
English



Attendees :
8 participants
max.



Teaching method :
Face-to-face
or distance learning

TRAIN THE TRAINER - MANAGEMENT

Simultaneous Operations (SIMOPS)

By the end of the course, the trainer will be able to deliver this theoretical and practical training program :

Persons concerned :

Anyone involved in simultaneous operations.

Prerequisites :

None

Objectives :

The trainee will be able to :

- Know the roles and responsibilities associated with simultaneous operations
- Identify the hazards/risks associated with simultaneous operations
- Be familiar with the process of managing simultaneous operations

TRAINING CONTENT

Introduction

- Definitions and terminology
- Responsibilities

SIMOPS process

- Risk management during simultaneous operation phases
- Preparation and development of simultaneous operations
- Control and monitoring of simultaneous operations
- Closing of simultaneous operations

Assessment : Continuous assessment and MCQ final test.



Duration:
4 days



Language :
French
English



Attendees :
8 participants
max.



Teaching method :
Face-to-face
or distance learning

TRAIN THE TRAINER - MANAGEMENT

Permit to work system

By the end of the course, the trainer will be able to deliver this theoretical and practical training program :

Persons concerned :

Anyone required to issue work permits.

Prerequisites :

None

Objectives :

The trainee will be able to :

- Know the role of a work permit system
- Implement the permit to work system process
- Identify and complete the different work permits

TRAINING CONTENT

- Introduction: Authorization to work & continuous improvement process
- Objectives of a work permit system
- Organization of the work permit system
- The different types of work permits
- The stages vs associated roles & responsibilities of work permits
- Risk management approach / Integration-Drafting of the specific work permit (Confined space, Work at Height, Hot fire, Complex maintenance)

Assessment : Continuous assessment and MCQ final test.



Duration:
4 days



Language :
French
English



Attendees :
8 participants
max.



Teaching method :
Face-to-face
or distance learning

TRAIN THE TRAINER - MANAGEMENT

Accident analysis - Cause tree

By the end of the course, the trainer will be able to deliver this theoretical and practical training program :

Persons concerned :

Anyone likely to participate in an investigation in the event of an accident

Prerequisites :

None

Objectives :

The trainee will be able to :

- Participate in an accident analysis group
- Deliver the theoretical and practical part of the training

TRAINING CONTENT

Introduction / Definition

- Basic principles
- Stakes of accident analysis
- The group, attitudes, principles

The stages of the investigation

- Information collection
- Analysis of the facts
- Method of construction of the cause tree
- Curative and preventive measures
- Accident report

Brief presentation of other methods of analysis.

Assessment : Continuous assessment and MCQ final test.



Duration:
4 days



Language :
French
English



Attendees :
8 participants
max.



Teaching method :
Face-to-face
or distance learning

TRAIN THE TRAINER - MANAGEMENT

Internal auditor

By the end of the course, the trainer will be able to deliver this theoretical and practical training program :

Persons concerned :

Anyone involved in the assessment of a management system.

Prerequisites :

None

Objectives :

The trainee will be able to :

- Check compliance with the requirements of the standard(s).
- Check that the organisational (processes) and operational (procedures, instructions, etc.) arrangements are established, known, understood and applied.
- Unite the staff around the issues, the objectives of the audits and the correct application of the company's SIM.

TRAINING CONTENT

Audit method training - auditor behavior

- The qualities
- Attitudes
- Audit techniques

Audit guide preparation

- The perimeter
- The documents
- The questions - audit grid
- The plan

Field Audit

- Interviews
- Conformity
- Efficiency

Analysis and restitution

- Differences
- Good practices
- Audit report

Assessment : Continuous assessment and MCQ final test.



Duration:
4 days



Language :
French
English



Attendees :
8 participants
max.



Teaching method :
Face-to-face
or distance learning

Training Technics

- Work at Height
- Confined spaces
- Lifting supervisor
- Fire fighting
- Chemical risks
- Gesture and postures
- Lifesaving gestures



Work at Height

By the end of the course, the trainer will be able to deliver this theoretical and practical training program :

Prerequisites :

Have aptitude for working at heights, and experience as a first aider to intervene.
Have the equipment associated with the practical part: compliant, adapted, maintained/inspected. List of equipment required for the practical part detailed in the tender.

Objectives :

The trainee will be able to :

- Identify the hazards and risks associated with working at height
- Present the standards and rules for safe working at height
- Prepare and intervene for work at height.

Persons concerned :

Anyone required to work at height

TRAINING CONTENU

Theoretical content :

- Demonstrate the work at height
- Demonstrate the steps of safety intervention analysis for an intervention at height.
- Know the collective and individual protective equipment at height and associated safety rules.

Practical content :

- Demonstrate the rules and principles for checking and using collective equipment for access and circulation at height.
- Demonstrate the rules and principles for checking and using individual equipment for access and circulation at height.

Definitions, identifications :

- Accidentology
- Regulations, Actors, their roles and responsibilities
- Dangers and risks generated by working at height
- The work permit and the rules of good practice and safety
- Presentation and principle of safety with respect to collective and individual protective equipment - Guardrails - Stairs, Ladders - Platforms - Collection devices - Fall arrest system - Restraint system - Holding system - Compulsory wearing of EAP
- Emergency management – Arrangements and procedures
- Presentation of site equipment associated with work at height
- Presentation of the operating mode before / during / after an intervention at height
- Verification and safe use of platforms / scaffolding
- Verification and safe use of ladders
- Verification and safe use of fall arrest systems (harnesses, lanyards, connectors)

Assessment : Continuous assessment and MCQ final test.



Duration:
5 days



Language :
French
English



Attendees :
8 participants
max.



Teaching method :
Face-to-face
or distance learning

TRAINE THE TRAINER - TECHNICS

Confined spaces

By the end of the course, the trainer will be able to deliver this theoretical and practical training program :

Prerequisites :

Ability to intervene in confined spaces, work at height training - Wearing a harness. Have experience of working in confined spaces, first aid to intervene. Possess the equipment associated with the practical part (compliant, adapted, maintained, inspected, checked)

Persons concerned :

Anyone required to work in confined spaces

Objectives :

The trainee will be able to :

- Identify hazards and associated risks in confined spaces
- Present the standards and rules for work in confined spaces
- Intervene and monitor operations in confined spaces.

TRAINING CONTENT

Theoretical content :

- Definitions, identifications
- Accidentology
- Regulations, Actors, their roles and responsibilities
- Dangers and risks generated by confined space operations
- The main gases, the associated dangers and their effects
- The work permit and the rules of good practice and safety
- Isolation, Lockout and Tagout
- Ventilation
- Marking, signage and cleaning
- Atmosphere analysis
- Emergency management – Provisions and procedures (alert-alarm-security, intervention)
- Presentation self-rescue / Assisted rescue / Rescue with entry
- Analysis to intervene safely in a confined space

Practical content :

- Presentation of site equipment associated with work in confined spaces
- Demonstration of atmospheric analysis procedures
- Presentation of the operating mode before / during / after an intervention in a confined space

Assessment : Continuous assessment and MCQ final test.



Duration:
5 days



Language :
French
English



Attendees :
8 participants
max.



Teaching method :
Face-to-face
or distance learning

Lifting supervisor

By the end of the course, the trainer will be able to deliver this theoretical and practical training program :

Prerequisites :

Have basic knowledge of lifting operations.
For the practical part, have a site with lifting equipment, lifting accessories (compliant and non-compliant) and lifted equipment adapted to the task and the environment (compliant, maintained, inspected, checked)

Persons concerned :

Anyone who needs to supervise, manage and sling simple lifting operations.

Objectives:

The trainee will be able to:

- Identify the hazards and risks associated with lifting operations
- Present the standards and rules for safe lifting operations
- Interpret information from a lifting plan
- Prepare and supervise lifting operations.

TRAINING CONTENT

- Statistics / Accidents / Dangers and risks associated with lifting operations

Lifting equipment

- Principle and definitions for lifting equipment
- Lifting devices / Lifting accessories / Lifted equipment / Inspections and verifications of equipment

Lifting operations

- Principles and definitions for lifting operations
- Actors – roles and responsibilities associated with lifting operations
- Factors to consider regarding load, lifting accessories
- Slinging rules
- Factors to consider regarding lifting devices and the lifting operation environment

Preparing for a lifting operation

- The lifting plan
- Assess the risks
- Work permit

Supervise a lifting operation

- People / Equipment / Method – Communication / Lifting supervision tools / Environment
- On-site practice

Assessment : Continuous assessment and validation grid of theoretical and practical skills.



Duration:
5 days



Language :
French
English



Attendees :
8 participants
max.



Teaching method :
Face-to-face
or distance learning

TRAINE THE TRAINER - TECHNICS

Fire fighting

By the end of the course, the trainer will be able to deliver this theoretical and practical training program :

Persons concerned :

Anyone who feels the need to make themselves useful in the event of a fire in the workplace: Health and safety officer, Management (Directors, department heads, etc.), RSES, Intermediate management/operations staff/studies/ Engineers HSE/ Production-maintenance-safety superintendents, Site management staff/ HSEproduction-intervention supervisor/Foreman, Supervisory staff (technician/agent), Operational staff (operator/agent).

Objectives :

The trainee will be able to :

- Prévent and extinguish a fire in complete safety

Prerequisites :

None

TRAINING CONTENT

Combustion

- The fire triangle
- The propagation
- The Dangers of Smoke

Classes of fire

- The different classes of fire

Extinguishing agents

- The different extinguishing agents
- Efficiency

Fire fighting equipment

- Fire extinguishers
- Armed Fire Valve
- First response vehicle

Practical exercises

- Conduct in a smoky environment
- Extinction of several fire starts

Assessment : Continuous assessment and MCQ final test.



Duration:
4 days



Language :
French
English



Attendees :
8 participants
max.



Teaching method :
Face-to-face

Chemical risks

By the end of the course, the trainer will be able to deliver this theoretical and practical training program :

Persons concerned :

Person required to use, handle chemicals and hazardous materials or to be in contact with chemicals.

Prerequisites :

None

Objectives :

The trainee will be able to :

- Identify and methodically control the risks associated with the use, handling or proximity of chemicals and hazardous materials

TRAINING CONTENT

Definitions and terminology

Chemicals and associated hazards (chemical and biological)

- The different types of products
- The different types of contamination
- Their effects on the body (immediate or not)

Prevention, protection and intervention measures

- Chemicals regulations
- Know the risks (pictograms, labels, MSDS)
- Protective equipment
- Storage, transfer and disposal
- What to do in the event of an accident

Assessment : Continuous assessment and MCQ final test



Duration:
3 days



Language :
French
English



Attendees :
8 participants
max.



Teaching method :
Face-to-face
or distance learning

TRAINE THE TRAINER - TECHNICS

Gestures and postures

By the end of the course, the trainer will be able to deliver this theoretical and practical training program :

Persons concerned :

Anyone required to carry out handling and manipulations or suffering from "back pain":
Operational staff (operator/agent).

Objectives:

The trainee will be able to :

- Recommend gestures and postures that reduce fatigue and the risk of accidents

Prerequisites :

None

TRAINING CONTENT

Human mechanics

- Muscles and skeleton, vertebral column, intervertebral discs: anatomy and functioning.
- Pathologies (skeletal, muscular, ligament), and those of the spine (lumbago, sciatica, hernia).

The principles of manual handling

- Physical safety and reduced fatigue
- The "good gestures"
- The «good postures» according to the objects handled.

Practical applications

- On your company's equipment

Assessment : Continuous assessment and MCQ final test.



Duration:
4 days



Language :
French
English



Attendees :
8 participants
max.



Teaching method :
Face-to-face

TRAINE THE TRAINER - TECHNICS

Gestures that save

By the end of the course, the trainer will be able to deliver this theoretical and practical training program :

Persons concerned :

Anyone who feels the need to make themselves useful in the event of an accident in the workplace: CSR, Intermediate management/operations/studies staff/HSE engineers/production-maintenance-safety superintendents, site management staff/HSE-production-intervention supervisor /Foreman, Supervisory staff (technician/agent), Member of staff who must have received the necessary instruction to give first aid in the event of an emergency.

Objectives :

The trainee will be able to :

- Correctly perform first aid procedures to protect the victim and witnesses
- Alert the appropriate emergency services
Prevent the victim from getting worse
- Preserve the integrity of the victim while waiting for help to arrive

Prerequisites :

None

TRAINING CONTENT

- What is a first aid rescuer?
- The intervention plan "What to do in the event of an accident": protect, examine, alert, rescue.
- Look for persistent risks to protect
- Quickly examine the victim and alert them according to their condition

Alert

- Emergency organization in the company
- Organization of public relief
- Public sirens
- Skip and pass an alert message.

Rescue - Appropriate actions if :

- The victim is bleeding profusely
- The victim does not respond, but breathes
- Victim unresponsive, not breathing
- The victim has burns
- The victim speaks but cannot perform certain movements
- The victim has particular wounds
- The victim complains
- Notions of risk assessment
- The rescuer: a preventer

Assessment : Individual first aid trainer evaluation sheet and skills validation grid.



Duration:
8 days



Language :
French
English



Attendees :
8 participants
max.



Teaching method :
Face-to-face

Training Drive

- Defensive Driving Behavioral L V
- Defensive Driving Behavioral 4x4
- Defensive Driving Behavioral HV



Defensive Driving Behavioral Light Vehicle

By the end of the course, the trainer will be able to deliver this theoretical and practical training program :

Persons concerned :

Anyone holding a driving license, using their personal or professional vehicle to make home-to-work journeys and/or professional journeys

Prerequisites :

None

Objectives :

The trainee will be able to :

- Know the existing risks and factors on the road
- Understand the importance of physical fitness in road safety
- Apply the methods of Defensive Driving Behavioral
- Know the road signs and the applicable rules

TRAINING CONTENT

Introduction

- Customer security rules
- Accidentology – key figures

Driving methods

- Vision and its limits
- The man, the vehicle and the environment
- Perception and inattention - becoming aware of your «bad» habits
- Vigilance, speed, safety distances, braking, stopping
- Fatigue risk and reaction time

Ecological and economical driving

- The essentials of economical and ecological driving - theory and practice

Vehicle - General inspection

- Vehicle type
- General vehicle condition: verification
- Tyre: condition/type
- Passive safety / airbag / ABS / seatbelt / headrest

Practical part - commentary driving in real situation

- Evaluation of each participant
- Commentary driving demonstration - driving method by the trainer
- Commentary driving - 1 hour per participant
- Evaluation and debriefing per participant



Duration:
10 days



Language :
French
English



Attendees :
8 participants
max.



Teaching method :
Face-to-face

TRAIN THE TRAINER - DRIVE

Defensive Driving Behavioral 4x4

By the end of the course, the trainer will be able to deliver this theoretical and practical training program :

Persons concerned :

Anyone with a driving licence, executive, manager, driver, employee using a 4x4 on mission or commuting to work.

Prerequisites :

To have completed the LV defensive driving trainer's course

Objectives :

The trainee will be able to :

- Prévoir les situations potentielles d'accident de la route.
- Répondre à l'urgence des situations.
- Développer efficacement les aptitudes à l'observation et au contrôle du véhicule.
- Démontrer les techniques à faibles risques dans la conduite.

TRAINING CONTENT

1. Off-road vehicle defensive driving

- Ability and capacity to drive
- Identification and analysis of road hazards
- Safety cushion
- Driver capacity
- Rules reviews

2. Departure inspection

- External inspection
- Lead a general inspection
- Driving position
- Internal inspection
- Brakes
- Rims and wheels

3. 4X4 mechanical system

- Transmission
- Wheel hub
- Constant speed
- Transfer box
- Limited Slip Differential

4. Tire pressures

- Types of rims
- Tires
- Deflate a wheel

5. Recovery vehicle and associated equipment

- Towing points
- Towing Techniques
- Troubleshooting equipment
- Security equipment



Duration:
10 days



Language :
French
English



Attendees :
8 participants
max.



Teaching method :
Face-to-face

Defensive Driving Behavioral Heavy vehicles

By the end of the course, the trainer will be able to deliver this theoretical and practical training program :

Persons concerned:

Anyone involved in heavy goods road transport.

Prerequisites :

To have completed the LV defensive driving trainer's course

Objectives :

Le stagiaire sera capable de :

- Anticipate potential road accident situations.
- Respond to emergency driving situations.
- Develop effective observation and vehicle control skills.
- Demonstrate low-risk driving techniques.

TRAINING CONTENT

Defensive Driving for Heavy vehicles

- Ability and capacity to drive
- Identification and analysis of road hazards
- Safety cushion
- Driver capacity
- Rules reviews

Departure inspection

- External inspection
- Lead a general inspection
- Driving position
- Internal inspection
- Brakes, rims and wheels.

Use of chocks

- Placement
- Displacement of chocks

Vehicle maneuvers

- Reverse gear procedure
- The ten key points
- Floor guidance
- Urban environment

Braking techniques

- Traction
- Emergency braking
- Blocking primer
- Impulse braking
- Slowdown system
- Fading
- Emergency procedure

Loading

- Securing the load
- Anchor points
- Tie-down instruction
- Constraint criterion...



Duration:
10 days



Language :
French
English



Attendees :
8 participants
max.



Teaching method :
Face-to-face

Training

Improve your skills in training design

Using a recognised methodology for evaluating the effectiveness of training programs and improving the quality and impact of training on the organisation, we support you in improving the skills of your training teams.



Designing and delivering a training course

Persons concerned :

Anyone wishing to become a trainer

Prerequisites :

Excellent communication skills.
Teamwork and motivation.
Proven computer skills.

Objectives :

The trainee will be able to :

- Develop effective and motivating training courses
- Facilitate and create a positive group dynamic
- Awaken and maintain the interest of participants, facilitate understanding and memorization
- Use appropriate teaching techniques

TRAINING CONTENT

Appropriate the fundamentals of adult professional training

- Identify role of the Trainer
- Identify training development stages
- Choose teaching methods and techniques – advanced
- Develop effective training material (general)
- Structure its intervention, debriefing, consolidate, assess

Develop a training and perform it

- Analyze training request
- Build andragogic progression

Sharing practices: identify different teaching methods and optimal conditions of use

- Create effective teaching materials
- Identify different teaching materials and create adapted materials
- Practical exercise: create a trainer manual
- Perform a training sequence using appropriate teaching technique
- Role games: perform training using different teaching techniques
- Manage complex training situation
- Practical exercise: appropriate tools and management methods
- Assess the training
- Practical exercise: develop a learning assessment sheets

Develop a «pedagogical leadership»

- «Pedagogical leadership» factors
- Appropriate space: make a strong point of its training
- Practical exercise - filmed: strengthen its capacity
- Use effective gesture, manage
- Alternate styles: silence, questions
- Practical exercise - filmed: strengthen its «pedagogical leadership»

How to be more efficient to manage a group of trainees

- Stages of group life: sensitive stages and how recognize them.
- Types of trainees: how to identify and manage different skills
- Preserve group progression.
- Manage all kind of problem: complex situations, systematic critics, non-cooperation during training, conflicts.

Assessment : He/she will be evaluated on the basis of their performance on the theoretical and practical elements.



Duration:
3 days



Language :
French
English



Attendees :
8 participants
max.



Teaching method :
Face-to-face

EVALUATOR PROGRAM

Evaluate the training

Persons concerned :

Anyone wishing to improve their skills as a trainer.

Prerequisites :

Excellent communication skills.
Teamwork and motivation.
Proven computer skills

Have completed the programme Designing and delivering a training course

Objectives:

The trainee will be able to :

- Develop a training programme that meets the minimum requirements of a Kirkpatrick Level 2 training programme.

To assess their trainees effectively in the following areas :

- Knowledge acquisition
- Improvement of skills
- Attitudes towards the course and its relevance to their work
- Confidence in applying what was learned on the course to the job
- Commitment to the content and philosophy of the course and its impact on changing work behaviour

TRAINING CONTENT

Introduction and Kirkpatrick Method Overview

- Kirkpatrick Method Levels
- Defining Level 2: Learning

Why Measure Training Effectiveness ?

Using Assessment to Prove and Improving Training

- Pre-training assessment
- Post-training assessment
- On the Job assessments
- Other assessment methods

How to Identify and Evaluate :

- Knowledge
- Skills
- Attitude
- Confidence
- Commitment

Methods, Tools and Techniques to Assess Key Points

- Theory and practice

How to establish reliable, clear scoring and measurements

- Theory and practice

Assessment : évaluation sur la base de ses performances sur les éléments théoriques et pratiques



Duration:
2 days



Language :
French
English



Attendees :
8 participants
max.



Teaching method :
Face-to-face



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