

# TRAINING OF TRAINERS: DESIGNING AND CARRYING OUT A TRAINING ACTIVITY

 **Dates and duration to be agreed**

 **Location to be agreed**

Contact us for a customised quote



## OBJECTIVES

- Master the preparation and facilitation of training activities for adult groups.
- Strengthen and put into practice dynamic and participatory learning methods.

## THE + OF YOUR TRAINING

- Importance given to exchanging experiences, practical work and case studies;

## CONCERNED AUDIENCE

This training session is intended for permanent or occasional trainers who want to improve their practices.

## GOOD TO KNOW

Exemple de programme réalisable en 5 jours



## PEDAGOGICAL PROGRAMME

### Module 1

#### Preparing a training activity

- Determining the characteristics of the group and adapting to it.
- Defining the training session's objectives.
- Designing a training curriculum.
- Crafting the training programme.
- Selecting the appropriate training methods.
- Defining content.
- Selecting, designing and producing effective training material.



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### Module 2

#### Facilitating a training activity

- Preparing the location.
- Mastering public speaking techniques.
- Using the material (various types of charts, projected material, etc.).
- Adapting the documentation in accordance with the group, the topic and the means available.
- Facilitating the key moments of the training session.
- Managing learning group dynamics and the various interns.
- Managing pace and time.
- Evaluating the training activity and measuring its effects.



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**Prerequisites :** Have held or currently hold a position related to the training theme