Training - Train the Trainers

TRAIN-EN-P | Face-to-face only | 5 days

Learn how to effectively train technicians in operating facilities

Level
Skilled

Public
Personnel in charge of training and technical competency enhancement programs

Objectives
Attendees will be able to implement the following skills:

- Specify the elements of preparation and planning of a training program for a new technician
- List the different types of knowledge to be brought to newcomers, in the classroom and in the field
- List the main tools for measuring learning that can be implemented

Pedagogical & technical resources

- Participants are required to practice all the concepts (workshops, exercises, field games)
- Case studies in class and on the field, some participants playing the role of trainees

Assessment of achievements

- Trainees are assessed throughout the training through practical application phases and interactions with the trainer
- A final on-the-spot evaluation may also be carried out at the end of the course and/or at the end of each module using tests designed to verify the learners' understanding and assimilation of the knowledge linked to the training objectives, including short training presentations given by each participant as part of the chapter "Application to Operational Training in plants"

Prerequisites
No prerequisites are necessary to follow this course

Responsable
IFP Training instructors, with expertise in the field and trained in modern teaching methods adapted to the specific needs of learners from the professional world

Program

EFFECTIVE CLASSROOM TRAINING PRESENTATION — 1 day

The classroom environment: guidance on how to form groups, optimize room set-up, use training aids and media.
Agenda and organization of training courses. Strategies to motivate adult participants (influential factors).
Speech management: schedule, importance of time and repetition, open and closed questions.
How to encourage trainee active participation. Coping with difficult situations (hostility, stress, conflict).
How to finishing the presentation effectively (key-point participative review).

- Applications: ice-breaking game, perform a technical presentation.

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TEACHING TECHNIQUES — 1 day

The communication process and communicating in a teaching situation.
Transmission of information (distortion of information, loss of information from the sender to the receiver).
Characteristics of adult mentality (motivation, resistance to change, curiosity).
Teaching styles, methods and climate (influence on trainees' behavior).

- Applications: welcome a newcomer, perform a shift relief.

DESIGNING & STRUCTURING A TRAINING PROGRAM — 1 day

Preparing a training program (what, who, where, when and how), from simple to complex ones.
Training planning (well prepared and flexible). Training supports (manuals, textbooks, presentations, exercises).
Definition of learning objectives, verification of their achievement (types of evaluation, timing, frequency).
Use of visual and audiovisual aids, of physical equipment, of field visits.

- Applications: build an operator training program, create an exam.

APPLICATION TO INDUSTRIAL TRAINING IN THE PLANT — 2 days

Training on actual plant documents: P&IDs, operating procedures, equipment drawing, control loop.
Training on the field: equipment understanding and monitoring, safety assessment.
Use of major industrial incident reports for training and sensitization purposes.
Short training presentations by participants, feedback lessons with the complete group.

- Applications: create and discuss operating procedures, field training on pumps, use of accident reports for training.

To French entities : IFP Training is referenced to DataDock ; you may contact your OPCO about potential funding.
Please contact our disabled persons referent to check the accessibility of this training program : referent.handicap@ifptraining.com

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