IFP Training

This training course is offered under the **Alliance4Training** brand

Training - Toolbox for Mentors and Apprenticeship Supervisors

TUTBO-EN-P | **Face-to-face only** | **2 days**

This course provides help to mentors in order to fulfill their mission in the operator training program

Level

Skilled

Public

Mentors in charge of training field operators onsite

Objectives

Attendees will be able to implement the following skills:

- List the various information to be communicated to the participants of a work-study program
- Specify the methods of feedback to the participants and other people involved in the client as well as, internally, those of the training organization

Pedagogical & technical resources

- Role playing, putting the new trainers in various training situations on an industrial site
- Extensive group discussions
- Training situations based on actual incident reports

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 role playing situation assessment

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

GENERAL OBJECTIVES OF OPERATOR TRAINING — 0.25 day

Field Operator Certification program organization.
Teaching method and knowledge assessment.
Conditions for granting the certification.

TRAINING ORGANIZATION & RELATIONSHIPS — 0.25 day

Training book: a standardized document to improve trainee follow-up and communication with trainers.

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Synchronization of the topics seen in class with working practice. Mentors/trainers meetings in the field.
Mentors' missions (integration, on-the-job practical training, verification of acquired knowledge).
Final briefing and participation to the final board of examiners.

MENTOR'S TOOL BOX — 1 day

Teaching know-how:

- Communication techniques, questioning, listening, observing, reformulating, development.
- Assessment techniques: assessment preparation by the mentor, running the assessment meeting.
- What approach to adopt when a trainee is unsuccessful.

Technical knowledge:

- From a real company situation, how to develop training exercises.
- Learning the installation during interventions, detecting and using interesting situations for training.
- Accepting one's limitations; developing strategies to retrieve information.

PRACTICAL APPLICATION: OPERATOR'S INSPECTION ROUTINE CHECKS — 0.5 day

From a video shot or on a plant in the field: case study and mentor's experience.
Observation of the sequence by the participants to make comments and suggest improvements.

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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