



# SUCCESSING AS AN OCCASIONAL TRAINER

Sharing skills and good practices internally has become a major issue for companies, and a key factor for competitiveness. In its efforts to pool knowledge, your company may well turn to you to provide training to others when necessary. A word of advice: don't improvise! This training course is there to remind you that occasional trainers must focus on what their trainees actually need. This implies identifying trainees beforehand, and carefully preparing your delivery. To help you fill this role effectively, the training you are about to follow shows you proven methods and tools for successfully preparing and delivering your training, and consequently providing your audience with genuine benefit.

## This programme is designed for:

- managers
- project managers
- department managers and consultants
- anyone who has to act as an occasional trainer

## At the end of this course you should be able to:

- scope your training according to the needs of your audience
- use the right training techniques
- adopt the most effective approach
- interact with your audience

**The management certificate shows you have acquired the skills covered in the course.**



## Benefits of the programme:

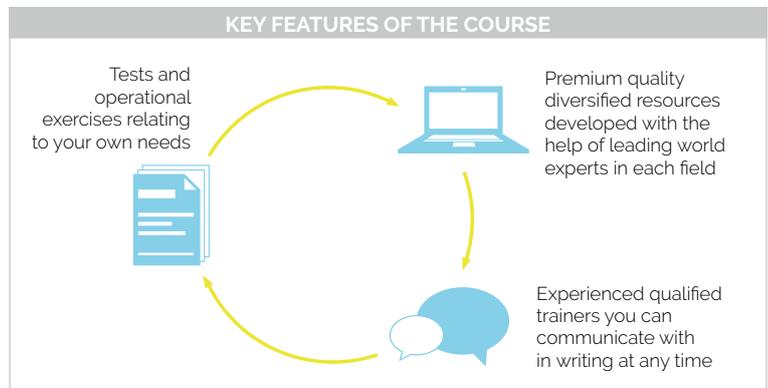
you will play an active role in corporate knowledge sharing  
you'll highlight your skills and achievements  
you'll develop your in-company network

## 3 MONTH TRAINING PATH (21 HOURS)

A welcome message includes your login ID for the training course website.

### 1 Preparing for the programme

Assess your level before you begin your training, and tell us what you expect from the course so that your trainer can recommend a personalised training path.



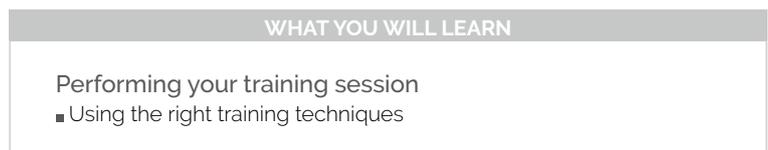
### 2 Mastering the fundamentals

Begin training and putting the fundamentals into practice, making the most of your trainer's experience and advice.



### 3 Building on what you've learned

Consolidate the skills you've acquired and build on them. Receive an action plan recommended by your trainer.



### 4 Receiving your certificate

Your trainer assesses your progress on the course. When the course is completed, you'll receive a certificate endorsing the skills you've acquired.

