



LEVEL

Initial training



TARGET AUDIENCE / RELEVANT STAFF

Anyone in charge to animate adult training courses.



OBJECTIVES

Acquire pedagogical techniques allowing to transfer efficiently its know-how and its expertise.



CONTENTS

Theoretical

- Rules of communication applied to training: Mechanisms of communication and barriers.
- Role of the group in the training course: Personalities and specificities of groups / Interactions inside the group / Creating a group dynamics / Regulating dysfunctions.
- Basic principles of pedagogy: The learning mechanisms of adults / Typology of learners / Rhythms of learning and curves of attention / The different teaching methods / Adequacy methods and teaching aids.
- Prepare well to animate: Appropriate yourself the necessary material for the animation / Identify objectives / Prepare for mental and logistic plan / Project positively.
- Good training start: Break the Ice, Introduce yourself, assert yourself in front of the group / Create a favorable climate for learning.
- Facilitating a training sequence: Public Speaking / Gesture and Look / Verbal and Non Verbal / Managing Stress / Managing Learner Attention / Dealing with Sensitive Situations / Know how to conclude a training course.

Practice

Continuous exercises / Active Situations.

 **Duration** indicative basis
14 hrs / 2 days

Prerequisites

There are no prerequisites for this course.

Method

- Theoretical course in classroom: expositive / interrogative / active method.
- A qualified and experienced trainer provides the training action.

Evaluation

- **Theoretical** : Continuous assessment, with individualized final assessment indicating the achievements and areas for improvement.

Validity

-

Contact

 + 33 1 48 16 37 24

 ifma@geh.aero

 <http://www.ifma-formation.fr/en/>