

Transfer your technical skills effectively

Duration: 1 day

Audience: Formateur

Who is this training for?

- Professionals who are called upon to train, support or supervise colleagues
- Technical experts, supervisors or employees playing an informal mentoring role
- Anyone wishing to better transmit their knowledge and develop others

Training objectives

- Lead a coaching activity using a simple and quick method.
- Explain and clearly show a task.
- Assess learning.
- Find solutions to the pitfalls of coaching.
- Discover tricks of the trade to develop the learner's autonomy, facilitate learning and give feedback.

Summary

Develop your ability to effectively transfer your technical skills and support your colleagues towards autonomy. This training equips you to structure your coaching actions, communicate clearly and promote learning in real situations. With concrete and applicable techniques, you will be able to improve individual and collective performance in your organization.

Course outline

Managing the human aspect of coaching

- Coaching is helping a person to...
- The principles that guide us in adult education
- Three dimensions to manage: process, climate and content

Use a structured method

- Lead coaching activities: prepare, launch, direct, conclude

Communicate effectively

- Active listening
- Questions
- Explanations

A 2nd day can be added in a private format, including the following additional objectives :

- Explain what a coaching plan is
- Explain what a coaching agreement is
- Name fair and motivating feedback

Approach and methodology

The training adopts an interactive and experiential approach, combining short theoretical contributions with numerous practical applications. Participants carry out coaching activities and collaborative exercises to develop their communication, coaching and feedback skills. Learning is action-centered, with a high proportion of practice and continuous feedback.

Recommendations

- Reflect on concrete situations of skills transfer experienced in one's work
- Be open to experimenting with communication and coaching techniques
- Be willing to actively participate in practical exercises and exchanges