

>> Train the trainers

Central point in the transmission of the knowledges, internal trainers are not the unique in the process of teaching technical points or soft skills : more and more workers and managers have to support trainee, apprentices, colleagues or new comers. This kind of action should be achieve with pedagogy and a sense of training. Now the question is : How can we effeciently train people ? The course will help people to transfert their knowledge by building a training program that address the identified needs, preparing the pedagogic content, giving the course remotely or in a face-to-face mode and assessing the results.

> Target Public

In-house trainers or any people in charge of training or informative actions

> Pré-requis pour suivre cette formation

Organized by module, the course will be animated using theoritical refresh, interactive games, discussions and practical tools.

> Method

These short courses, intended to refresh knowledge, alternating theory with interactive games and exercises. Each participant will have a take-away tool kit with a personalised tip sheet.

> Objectives

Part I : Planning a training action
Identifying key skills
Assessing training needs individually and collectively
Defining training objectives and teaching objectives
Choosing didactical tools Part II: Enhance interaction
Knowing the principal learning mechanisms
Improving the pedagogical relation
Supporting correctly the student
Help and develop student autonomy
Trainee mistakes management
Improving knowledge transfer

> Dates, Durations & Prices

Durée: sur demande
Prix: sur demande

>> Presentations Skills

Nowadays its simply not enough to master Powerpoint, in order to impress your audience! Your presenter's talent is just as important! That's why at Soprotec we don't simply give training courses...we help you develop your staff's talent! Their attitude, expressions and reactions, are equally important and essential in making your presentations not only more effective but...irresistible! Our "Presentations Skills" courses have been specially created to help develop your staff's skills, which will aid them to becoming not only more effective but, different! Taking them to the next level and encouraging their transformation from good to great!

> **Target Public**

- All staff who want to improve their public speaking
- All staff who want to be more successful at delivering presentations
- All staff who want to make more of an impact in-front of their audience
- All staff who want to finally master their emotions when presenting

> **Method**

These short courses, intended to refresh knowledge, alternating theory with interactive games and exercises. Each participant will have a take-away tool kit with a personalised tip sheet.

> **Objectives**

- Develop a more confident and persuasive image, with more power and conviction
- Structure your presentation for maximum effect
- Connect with your audience, enhance your message and maximize your impact
- Control your nervous energy & build more confidence
- Manage the questions & answers and closing of your presentation, whilst keeping to your allocated time slot.

> **Dates, Durations & Prices**

- Durée: sur demande
- Prix: sur demande

>> Working in Teams

The strength of the wolf is in the pack ! Teams have been variously defined, however, most definitions share common themes; A group of people pooling their skills, talents and knowledge or a group of people collectively driving towards a common goal, capitalizing on and respecting the skills and knowledge of all individuals. Many of your staff work in teams but are they really a team? By following this workshop participants will come away with solid knowledge to put immediately into practice within their own teams, enabling them to work more harmoniously and effectively together!

> Target Public

Team managers, team members, department managers or directors, staff who are responsible for others or have direct reports

> Method

These short courses, intended to refresh knowledge, alternating theory with interactive games and exercises. Each participant will have a take-away tool kit with a personalised tip sheet.

> Objectives

Understand the difference between a group and a team

Understand the different roles of a team and how to allocate them

Learn how to improve team efficiency production and morale.

Understand the importance of appraisal, evaluations & on-going

Learn how to become a more effective team player or leader on a day to day basis

Become more aware of culture diversity and how to deal with it to the team's advantage.

> Dates, Durations & Prices

Durée: sur demande

Prix: sur demande

>> Negotiation Skills

In a successful negotiation everybody wins When it comes to negotiating does your team really have the knowledge to plan effectively and carry out win-win negotiations? This interactive workshop will give the participants a take-away tool kit full of useful tips, to put into immediate use when faced with negotiation!

> **Target Public**

All staff such as: Sales staff, Team Leaders, Customer Service Staff, Department Directors, Finance Staff, Purchasing Dept, Reception Manager, HR Staff

> **Method**

These short courses, intended to refresh knowledge, alternating theory with interactive games and exercises. Each participant will have a take-away tool kit with a personalised tip sheet.

> **Objectives**

Learn the different styles of negotiation and which suits you

Learn and adopt structure and style when negotiating

Become more competent and confident in your negotiations

Understand and apply win-win negotiations

> **Dates, Durations & Prices**

Durée: sur demande

Prix: sur demande