

# Become a corporate tutor

Hands-on course of 2 days - 14h

Ref.: DTE - Price 2024: CHF1 490 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Identify the challenges and characteristics of the tutoring function in the company

Develop effective communication suitable for a tutor's position

Design and facilitate educational work situation

Design instructional tools and aids

## HANDS-ON WORK

Building introductory tutoring tools.

Feedback, sharing best practices.

Communication scenarios.

## THE PROGRAMME

last updated: 06/2022

### 1) Integrating tutoring duties into the company

- Define corporate tutoring.
- Determining the training system and those involved in the approach.
- Understanding the tutor's mission and what it requires.
- Identifying the tutor's roles and responsibilities.
- Anticipating common pitfalls related to guidance and avoiding them.

*Group discussion* : Work on examples of corporate tutoring. Discussing practices.

### 2) Welcoming the learner

- Preparing for the learner's arrival.
- Structuring their on-boarding and integration.
- Building your action plan.
- Writing the profession and job descriptions and breaking them down into skills.

*Hands-on work* : Work to analyze individual job positions. Workshops in subgroups about each step and tools for bringing the learner onboard.

### 3) Communicating with the learner

- Adopting win-win communication.
- Giving positive and/or negative signs of recognition to encourage growth and engagement.
- Identifying behaviors and adapting to the other person.
- Limiting emotional connection between tutor and tutee and making objective assessments.
- Detecting the difficulties encountered.

*Role-playing* : Role-playing communication styles. Collective debriefing.

### 4) Training and guiding

- Identifying the learning process and instructional approaches.
- Figuring out learner personality profile types.
- Building the curriculum within the company.
- Writing the tutee's learning progression.
- Writing work training situations.
- Training through immersive scenarios.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

- Training through observation scenarios.

*Hands-on work* : Drafting a learning progression. Role-playing the task of guiding learners through scenarios. Collective debriefing.

### 5) Evaluation

- Monitoring and evaluating the tutee's progress.

- Planning the frequency of evaluation.

- Evaluation through an interview.

- Having the learner self-evaluate.

*Hands-on work* : Drafting and formalizing the learner's progress and evaluation process.

## DATES

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### REMOTE CLASS

2025 : 24 Mar, 02 Jun, 29 Sep, 27

Nov