

## LFOPM2011

2012-2013

## Ateliers d'intégration, de gestion et de formation

4.0 credits	0 h + 30.0 h

Teacher(s):	Gillardin Jacques ; Verwaerde Anne ;
Language :	Français
Place of the course	Louvain-la-Neuve
Main themes :	- Training: the course content varies from year to year and reflects students' needs. It is organized around four main axes: group work (regulation and analysis of how it works, decision taking, negotiation etc.; these aspects are complementary to FOPM 2020 Interpersonal Communication and Group Management; methods of intellectual work (document research, production and reading-summary of academic texts, oral expression etc.); methods more specific to adult training (mental training, research-action, project management, creativity etc.); methods which allow individuals to stand back (management of stress, time etc.)  - Integration: this workshop provides opportunities for discussion and exchange of views on questions relating to the way in which students see their training and the impact that training has on students' projects. It mainly deals with the principles of training, the strategies behind them and the related issues.  The approach is mainly an inductive and collective one.  - Management: the content varies from year to year and reflects students' needs, but it is always linked, first, to pedagogical and organizational management of the group (relating to courses: drawing up of leaving contracts, mid-term and final assessment etc.; in the context of groups: division of responsibilities, election of representatives, preparation for committees etc) and, second, the
	different meetings and institutional committees.
Aims :	Training: to practise, according to students' needs, methodological skills for training, Integration: to enable students to analyse their training process(es), to give meaning to their project,  Management: to make students responsible for the logistical and pedagogical management of their training.  The contribution of this Teaching Unit to the development and command of the skills and learning outcomes of the programme(s) can be accessed at the end of this sheet, in the section entitled "Programmes/courses offering this Teaching Unit".
Content :	The content of this workshop varies from year to year. It includes three main parts: a methodological part, one on the meaning of training and a third on the organizational management of the group and the Institute.
Other infos :	Developing a teaching strategy adapted to adults includes the link between theory and practice, work in sub-groups, training assessment and group and individual work on making practical use of material.  Illustrations from different fields of adult education and training: professional development, special education, schools, lifelong learning etc.
Cycle and year of study:	> Master [120] in Education (shift schedule)
Faculty or entity in charge:	EDEF