

Trainer Welcome Booklet

(for trainers conducting video training at distance)

WELCOME

ATOVA CONSEIL SAS
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Site internet : www.atova-conseil.com

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Welcome

Dear Instructor,

You have expressed your interest in collaborating with our training organization ATOVA CONSEIL, which sits at 54 rue Paul Verlaine 69100 Villeurbanne (France), and we thank you for that.

You have been rigorously selected for your skills and experiences, we wish through this booklet to give you all the useful information for a long and fruitful collaboration.

Welcome to the Atova Conseil Training Organization!



Fabien Ben Sadoun
Director

Presentation of the training organisation

1. Presentation

The management of ATOVA Consulting, with more than 12 years of experience in the world of continuing education offers an accomplished know-how in the realization of training perfectly adapted to the needs of its customers.

In order to offer more flexibility to our clients in the organization of training activities, to remove travel constraints and to be as close as possible to their expectations, Atova proposes to implement video training for almost all the training courses in our catalogue.

Video training

It is a learning formula that allows remote learning by a dedicated trainer using a computer and an internet connection. It is very often one to one, that is, one learner for one trainer. Sometimes there may be multiple participants in the video training.

How does it work?

After having precisely defined the expectations of our customer, the trainer will send an email invitation on the day of the training, the student will establish a connection through our video conferencing solution that will allow them to follow the instructor's teaching on their screen. A webcam is not used, only bi-directional screen sharing and an audible device will be used during training

Because it is individualized, this training makes it possible to listen to the student, to answer their questions with precision and, thus, to accompany them in their progress by proposing exercises adapted to their level.

2. History

2011 : Launch of the website www.ietrouvemaformation.com

2013 : Creation of the SAP® training centre and launch of www.seformeradistance-erp.com

2014 : We reached 200 trainers and consultants specialized in their field who are part of our network.

2017 : We obtained the Datadock label.

2018 : Launch of the website www.seformeradistance-cao-dao.com

2019 : In order to meet the expectations of our most demanding IT clients, we now offer EXIN certifications as "Accredited Exam Organisation"

2020 : Obtained the Qualiopi certification. Audit carried out by the Veritas office.

2022 : Start of the registration of our first certifications eligible for the CPF (In France, the personal training account is a public funding mechanism for continuing education).

3. Mission and values

In order to meet the expectations of our customers, we have developed an excellent and constantly updated training catalogue.

Beyond this catalogue, our network of trainers allows us to respond to all specific requests.

Atova offers a training catalogue that covers almost all the needs of a company that grows year on year.

Here are the URLs of our websites.

www.ietrouvemaformation.com

www.seformeradistance-erp.com

www.seformeradistance-cao-dao.com

www.smsi-formations-certifications.com

If, however, you wish to teach a course that does not appear in our catalogue, do not hesitate to let us know so that we can discuss it with you.

Our goal is to be a responsive company! A company that reacts quickly to the needs of its customers by implementing synergies or improving the flexibility of resources.

In order to achieve this goal and maintain it over time, the qualities we ask of our trainers, in addition to their advanced skills and pedagogical quality, are their responsiveness and adaptability.



4. Contacts

Mr Fabien Ben Sadoun

Director

f.bensadoun@atova-conseil.com

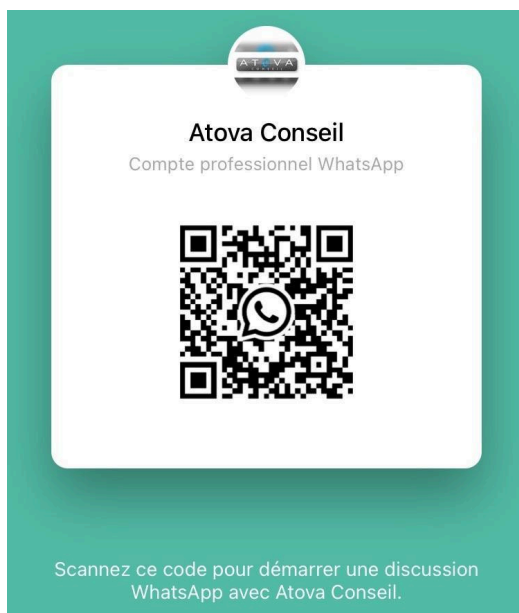
+33 4 81 91 61 56

Mrs Claire Ben Sadoun

Administrative manager

c.bensadoun@atova-conseil.com

You can reach us at any time via Whatsapp +33 4 81 91 61 56 or by scanning this **QR Code**.



Rules for setting up training

Each assignment will be attributed and will result in the publication of a collaboration contract, which can be digitally signed by both parties.

You will contact the participant to introduce yourself, evaluate or validate the needs detected by our training advisors. Contact can be made by phone or email.

You will propose training dates that are mutually agreeable to the participant. The training must take place from Monday to Friday (Saturday may be offered only in specific cases and with our prior agreement). No Sundays at all. Preferably, the days should be planned in consecutive days or in days not consecutive but close in time.

The hours are always expressed in French time only (UTC+2), the training days are 7 hours (office hours), that is to say 9h-12h/ lunch break/ 13h-17h. Slight adaptations are possible.

You must inform us of any change in dates.

At the end of the training

You will send us your invoice with date, name of the participant, name of the training, bank details including an IBAN. This will be settled within 30 days in EURO currency. A detailed procedure will be communicated to you with the collaboration contract.

Video conferencing tools at your disposal and internet access

Gotomeeting (Web Conferencing and Online Meetings Software)

We provide you with registered access to Gotomeeting <https://www.gotomeeting.com/>

It will be active during your missions and later deactivated. You can ask me to create or activate your account directly at my email address: f.bensadoun@atova-conseil.com

You must ensure that your access to Gotomeeting is active a few days before the start of the training.

Internet

You must ensure that you have satisfactory access before the training begins. That is to say to have an internet connection in the speed is greater than 1Mbps in download and 0.7Mbps upload.

The connection assessment will be done via the <https://www.speedtest.net>

Software

The trainer must have the software taught on his computer. If the student does not have it, the trainer has the option to direct the customer to the publisher's site to download a trial version, or else to share their screen by activating the "mouse keyboard sharing" feature of the video conferencing software for the student. This will allow the student to manipulate the software directly on the trainer environment.

<https://support.logmeininc.com/fr/gotomeeting/help/partage-du-contr-ocirc-le-du-clavier-et-de-la-souris-q2m040010#:~:text=D%C3%A9finissez%20le%20contr%C3%B4le%20du%20clavier,clavier%20et%20de%20la%20souris.>

Course material

Course material is the property of the instructor and must be provided to the student in digital format. The trainer is responsible for providing and enhancing his course support as and when training takes place.

Additional Information

Trainer Attendance

The trainer must respect the schedules laid down and communicated in advance to the training organisation and the student.

Absences, delays or early departures

In case of absence, delay or departure before the scheduled time, the trainer must notify the training organisation and justify this. The training organisation will inform the student.

Formalism attached to training follow-up

The attendance sheet and the evaluation sheet will be sent in digital format, to the participant, by our administrative service at the end of the training. The trainer will also sign the attendance sheet at the end of the training.

At the end of the training course, the student will receive a certificate of completion.

Behaviour

The trainer is asked to behave in such a way as to ensure compliance with basic manners, and more generally not to mention the relations that bind us (trainer - training organisation).

We would like to draw your attention to the fact that we do not discuss political, religious or polemical issues with students.

The management

Fabien Ben Sadoun

Appendices

1. Video explaining our video training format

https://www.jetrouvemaformation.com/Faq_Sur-la-visioformation.html

1. Example of an attendance sheet

Zoho Sign Document ID: 3WV1ACWTCM1UR-YK3ITOPMRDBFCXMGG3_5JZOVJDHLI

Feuille d'émargement

Société : _____

Formation : RDM _____

Stagiaire : _____

Merci de signer par demi journée aux dates réalisées

Date(s)	Nombre d'heures	Signature(s)
mai 03 2021	matin	B1
	après-midi	B1
mai 04 2021	matin	B1
	après-midi	B1
mai 05 2021	matin	B1
	après-midi	B1
mai 06 2021	matin	B1
	après-midi	B1
	matin	
	après-midi	
	matin	
	après-midi	
	matin	
	après-midi	
Total heures :	28 heures	

Signature du Formateur : *ae*

2. Example of our evaluation sheet



Fiche d'appréciation de stage

Entreprise :
 Nom et prénom du stagiaire :
 Formation : RDM
 Nom du Formateur :
 Date(s) de la formation : 03/05/2021 à 06/05/2021

Général :

Accueil	<input checked="" type="checkbox"/> Très Satisfait	<input type="checkbox"/> Satisfait	<input type="checkbox"/> Moyen	<input type="checkbox"/> Passable	<input type="checkbox"/> Insuffisant
Appréciation globale de stage	<input checked="" type="checkbox"/> Très Satisfait	<input type="checkbox"/> Satisfait	<input type="checkbox"/> Moyen	<input type="checkbox"/> Passable	<input type="checkbox"/> Insuffisant
Ambiance du stage	<input checked="" type="checkbox"/> Très Satisfait	<input type="checkbox"/> Satisfait	<input type="checkbox"/> Moyen	<input type="checkbox"/> Passable	<input type="checkbox"/> Insuffisant

Pédagogie :

Ponctualité	<input checked="" type="checkbox"/> Très Satisfait	<input type="checkbox"/> Satisfait	<input type="checkbox"/> Moyen	<input type="checkbox"/> Passable	<input type="checkbox"/> Insuffisant
Compétences du formateur	<input checked="" type="checkbox"/> Très Satisfait	<input type="checkbox"/> Satisfait	<input type="checkbox"/> Moyen	<input type="checkbox"/> Passable	<input type="checkbox"/> Insuffisant
Pédagogie du formateur	<input checked="" type="checkbox"/> Très Satisfait	<input type="checkbox"/> Satisfait	<input type="checkbox"/> Moyen	<input type="checkbox"/> Passable	<input type="checkbox"/> Insuffisant
Logique du plan de cours	<input checked="" type="checkbox"/> Très Satisfait	<input type="checkbox"/> Satisfait	<input type="checkbox"/> Moyen	<input type="checkbox"/> Passable	<input type="checkbox"/> Insuffisant
Clarté des explications	<input checked="" type="checkbox"/> Très Satisfait	<input type="checkbox"/> Satisfait	<input type="checkbox"/> Moyen	<input type="checkbox"/> Passable	<input type="checkbox"/> Insuffisant
Choix des exercices pratiques	<input checked="" type="checkbox"/> Très Satisfait	<input type="checkbox"/> Satisfait	<input type="checkbox"/> Moyen	<input type="checkbox"/> Passable	<input type="checkbox"/> Insuffisant

Objectif :

Compréhension du logiciel <small>(Si formation sur un logiciel)</small>	<input type="checkbox"/> Très Satisfait	<input type="checkbox"/> Satisfait	<input type="checkbox"/> Moyen	<input type="checkbox"/> Passable	<input type="checkbox"/> Insuffisant
Matériels	<input checked="" type="checkbox"/> Très Satisfait	<input type="checkbox"/> Satisfait	<input type="checkbox"/> Moyen	<input type="checkbox"/> Passable	<input type="checkbox"/> Insuffisant
Adapté au niveau	<input checked="" type="checkbox"/> Très Satisfait	<input type="checkbox"/> Satisfait	<input type="checkbox"/> Moyen	<input type="checkbox"/> Passable	<input type="checkbox"/> Insuffisant
A répondu à vos attentes	<input checked="" type="checkbox"/> Très Satisfait	<input type="checkbox"/> Satisfait	<input type="checkbox"/> Moyen	<input type="checkbox"/> Passable	<input type="checkbox"/> Insuffisant

Que pensez-vous de votre stage ?

Formateur à l'écoute qui s'est adapté à mon niveau en essayant de trouver différentes méthode d'explications pour que je comprenne les exercices.

Avez-vous des suggestions à nous faire ? (facultatif)

Non c'est très bien.....

Signature du stagiaire

RDM *than*