**WELCOME BOOKLET**

**DIDAC'RESSOURCES**

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**GUIDANCE DOCUMENT DURING YOUR TRAINING**

IS SPECIFIC TO THIS TRAINING PROGRAMME AND WILL HELP YOU ORGANISE THE PREPARATION AND IMPLEMENTATION PHASES OF THE COURSE.

YOU CAN PLAN YOUR WORKING TIME ACCORDING TO THE TIME YOU HAVE AVAILABLE

THIS APPROACH WILL HELP YOU TO

- TAKE CONTROL OF THIS TRAINING COURSE

- CONTEXTUALISE THE COURSE ACCORDING TO YOUR CONSTRAINTS

- ORGANISE YOURSELF TO FOLLOW IT IN GOOD CONDITIONS

- TAKE A STEP BACK FROM LEARNING

THE DIDAC'RESSOURCES ASSOCIATION WAS FOUNDED IN 2015 WITH THE AIM OF FIGHTING AGAINST ALL FORMS OF DISCRIMINATION AND FOR THE SHARING OF KNOWLEDGE, IT WORKS THROUGH TRAINING AND POPULAR EDUCATION ACTIONS TO RESPOND TO THE NEED TO PROVIDE TRAINING TOOLS, ITS FUNDAMENTAL OBJECTIVE IS TO PROMOTE THE RIGHT TO TRAINING AND QUALIFICATION OF ADULT WORKERS.

DIDAC'RESSOURCES IS ALSO A TRAINING CENTRE (SEE CATALOGUE).

WE RELY ON OUR COLLABORATIVE WEBSITE WHERE EVERYONE IS INVITED TO PARTICIPATE AND WHERE YOU CAN FIND MANY TOOLS AND TRAINING MATERIALS TO COMPLETE YOUR COURSE.

YOU CAN FIND MANY TOOLS AND TRAINING MATERIALS TO COMPLETE YOUR COURSE: [HTTP://DIDAC-RESSOURCES.EU/](http://DIDAC-RESSOURCES.EU/)

**PRINCIPLES AND APPROACHES**

**COLLECTIVE AND PARTICIPATIVE ACTION IS A WORKING PRINCIPLE.**

 **THE COMPETENCE OF THE PEOPLE INVOLVED IS SEEN AS AN ASSET AND SERVES THE ENHANCEMENT OF EVERYONE'S COMPETENCES AND THEIR SHARING.**

**ALL TOOLS CREATED ARE PART OF A CO-CONSTRUCTION PROCESS WITH TRAINERS AND LEARNERS**.

THE TOOLS CORRESPOND TO THE FOLLOWING MAPS AND REFERENCE SYSTEMS:

- THE EUR-ALPHA MAP AND THE COMMON EUROPEAN FRAMEWORK OF REFERENCE FOR LANGUAGES (CECR) AND ITS REFERENCE FRAMEWORKS (LEVELS A1.1, A1, A2, B1, B2).

- THE REFERENCE FRAMEWORK OF FRENCH AS AN INTEGRATION LANGUAGE (FLI), TO WHICH WE CONTRIBUTED A SIGNIFICANT AMOUNT OF EXPERTISE,

- THE NATIONAL DRUG AGENCY'S NATIONAL REFERENCE FRAMEWORK. ILLITERACY (ANLCI) AND ITS REFERENCE FRAMEWORK OF KEY COMPETENCES IN THE VOCATIONAL FIELD

**TRAINING OFFER**

OUR TRAINING AIMS TO ENABLE ORGANISATIONS TO OPTIMISE THEIR PRACTICE IN PROJECT ENGINEERING,

AND TO ENABLE TRAINEES TO ACQUIRE OR STRENGTHEN OPERATIONAL SKILLS SPECIFIC TO THEIR FIELD OF ACTIVITY.

THE DIDAC'RESSOURCES TRAINING CATALOGUE IS BASED ON 4 AXES:

- TRAINING TECHNIQUES

- AUDIENCE-SPECIFIC ISSUES

- OPTIMISING THE STRUCTURE

- DEVELOPMENT OF SPECIFIC SKILLS

EACH OF THESE AREAS OFFERS TRAINING COURSES THAT CAN BE FLEXIBLY STRUCTURED ACCORDING TO THE OBJECTIVES AND NEEDS OF EACH INDIVIDUAL. THEY ANSWER TARGETED QUESTIONS ON A SPECIFIC TOPIC.

tailor-made training can be offered to your organisation.

WHO ARE OUR TRAINING COURSES AIMED AT?

THESE TRAINING COURSES ARE AIMED AT ASSOCIATIONS, PRIMARILY THOSE THAT CARRY OUT SOCIO-PROFESSIONAL INCLUSION WORK. THEY OFFER COLLECTIVE OR INDIVIDUAL RESPONSES AIMED AT RPOFESSIONALS, EMPLOYEES AND VOLUNTEERS AND ANYONE WHO IS MOTIVATED TO ATTEND THEM.

THE TRAINERS

THE ASSOCIATION EMPLOYS SEVERAL QUALIFIED AND EXPERIENCED TRAINERS (MINIMUM 5 YEARS OF EXPERIENCE IN THEIR FIELD OF EXPERTISE).

**ENROLMENT PROCEDURES**

Entries are made by e-mail or telephone, and a response is given within a maximum of one week. The enrolment is taken into consideration when payment is received.

An invitation will then be sent with the dates and times of the training and the address of our venue. Any

cancellation of a training session must be justified and made at least 3 days before the event.

How it works Our method (participative and active approach, continuous monitoring and support):

Training ensures that participants develop multiple skills according to a progression corresponding to their profiles.

Training takes place in face-to-face classes, organised to last 7 hours, with groups of 4 to 10 people. Classes are held in appropriate rooms, equipped with the necessary teaching materials for participative learning (flipchart, video projector, etc.).

We use and co-construct appropriate materials that are then made available to the trainees at the end of the course, so that they can be reused.

At the end of the training, each participant has to fill in an evaluation questionnaire.

(a minute evaluation of the degree of satisfaction with the training).

At the end of the training, a certificate of attendance will be sent out. This will indicate the actual duration of attendance. The participant will have to sign the attendance list in the morning and in the afternoon each day of the course to certify his or her actual attendance.

**SUPPORT MATERIALS, MONITORING AND EVALUATION METHODS**

The support materials are presented in different forms and approaches in order to create a participative approach and enable the learner to put into practice the knowledge acquired as a result of each module.

The theoretical approach is via power points with concrete examples and project formalisation models.

Participants are provided with a list of resource documents.

Practical training takes place through role plays that give trainees the opportunity to be fully involved by bringing their project to life. It is also an initiation into the creation of various essential supports and tools.

Evaluation methods

At the end of each module, a multiple-choice questionnaire is administered to check the correct acquisition of knowledge and is then corrected in groups with the trainer.

At the end of the training, an individual interview is held with the trainer, consisting of:

- a 20-minute oral examination to assess the appropriation of concepts and the acquisition of skills

- a personalised evaluation of the training contributions and applications.

The trainee is also provided with a self-assessment grid.

**YOUR PERSONAL JOURNEY**

Personalised Lcf training form.

You are enrolled in the following course (or service):

Title:

Number of hours:

Duration: x weeks

Start date:

End date:

Preparation for certification

Delivery of certificate: yes

DISCOVER THE MASSALIA VOX THIRD PLACE

DIDAC RESSOURCES, A TRAINING ORGANISATION, RUNS THE MASSALIA VOX CENTRE WHICH HOSTS

A shared space, multiple activities in which you can participate.

You can also propose your own projects.

Find out more: (<https://bit.ly/3A3HeQu>)

You have access to the Massalia VOX resource centre every afternoon from 2.30 to 4.30 p.m.

You can consult the books on site, to borrow them you can ask Celia who will be happy to explain the procedure to you.

YOU HAVE ACCESS TO ALL MASSALIA VOX ACTIVITIES

DO NOT HESITATE TO CONSULT THE ACTIVITY PLAN

**INSTRUCTORS, TRAINERS AND DIDAC'RESSOURCES AGENTS**

2022/2023

* Sophie Etienne: DG, RP
* Celia: resources
* Samuel: adm
* Jean Louis: FLE instructor
* Elias: eloquence
* Fathi: social
* Léa: projects
* Zara: cinema
* Michel: interview

**POSSIBLE PLAN OF ACTIVITIES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **Morning** |  |  |  |  | **+** |
| **Break**  | **+** |  | **+** |  |  |
| **Continuous morning** |  | **+** |  | **+** |  |
| **X** |  |  |  |  |  |
| **Early afternoon** |  |  |  |  | **+** |
| **End afternoon** |  | **+** |  |  |  |

**YOUR WEEK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
|  |  |  |  |  |

**SELF-ASSESSMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SKILLS** | **EXCELLENT** | **VERY GOOD** | **GOOD** | **PROGRESS** | **TO BE WORKED ON THOROUGHLY** |
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**MY PROJECT**

|  |  |
| --- | --- |
| I HAVE TO WORK ON IT | I KNOW |
|  |  |

MY NICKNAME FOR THE TRAINING

MY PORTRAIT NOW



MY FAVOURITE QUOTE



ADVICE FROM YOUR TRAINERS AND TRAINING CONTACT PERSONS

Jean Louis

Sophie

**WORK PLAN FOR THE YEAR**

|  |  |  |  |
| --- | --- | --- | --- |
| SEPTEMBER | 8 – 24 | FEBRUARY | 14 |
| OCTOBER | 31 | MARCH | 8 – 31  |
| NOVEMBER | 1 | APRIL | 7 – 10  |
| DECEMBER | 8 – 25 – 31  | MAY | 6 – 8 – 9  |
| JANUARY | 1 – 7  | JUNE - JULY - AUGUST | 6 – 20  |

**CONTACTS**

DIDAC’RESSOURCES

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