



# **DoS Toolbox**

**A blended training course to help become a communicative, effective Director of Studies of a business language school**

## A unique blended course

- For a Director of Studies (Responsable pédagogique) of a business language school in France
- 50 hour course
  - 4 videos (4 hours)
  - 6 group sessions (12 hours)
  - 3 individual coaching sessions (3 hours)
  - 1 Project (21 hours)
  - Access to Digital Language Trainer (10 hours)
- Must speak English and French fluently
- Budget is 2400 euros, can be financed by your OPCO
- Delivered with an end of course certificate

## Led by experts in your market

4 experts in language training in France have come together to design a course that will help you optimise the running of your pedagogical department with a focus on tools, resources, management, communication and quality. Every aspect of the course has been designed to make you feel more legitimate, credible and professional.

## 100% remote and Covid-ready

You will do all of the training from your office via Zoom and other online platforms that we put at your disposal. However you will not be alone - you will have 3 trainers and the other members of your group to help you along the way!

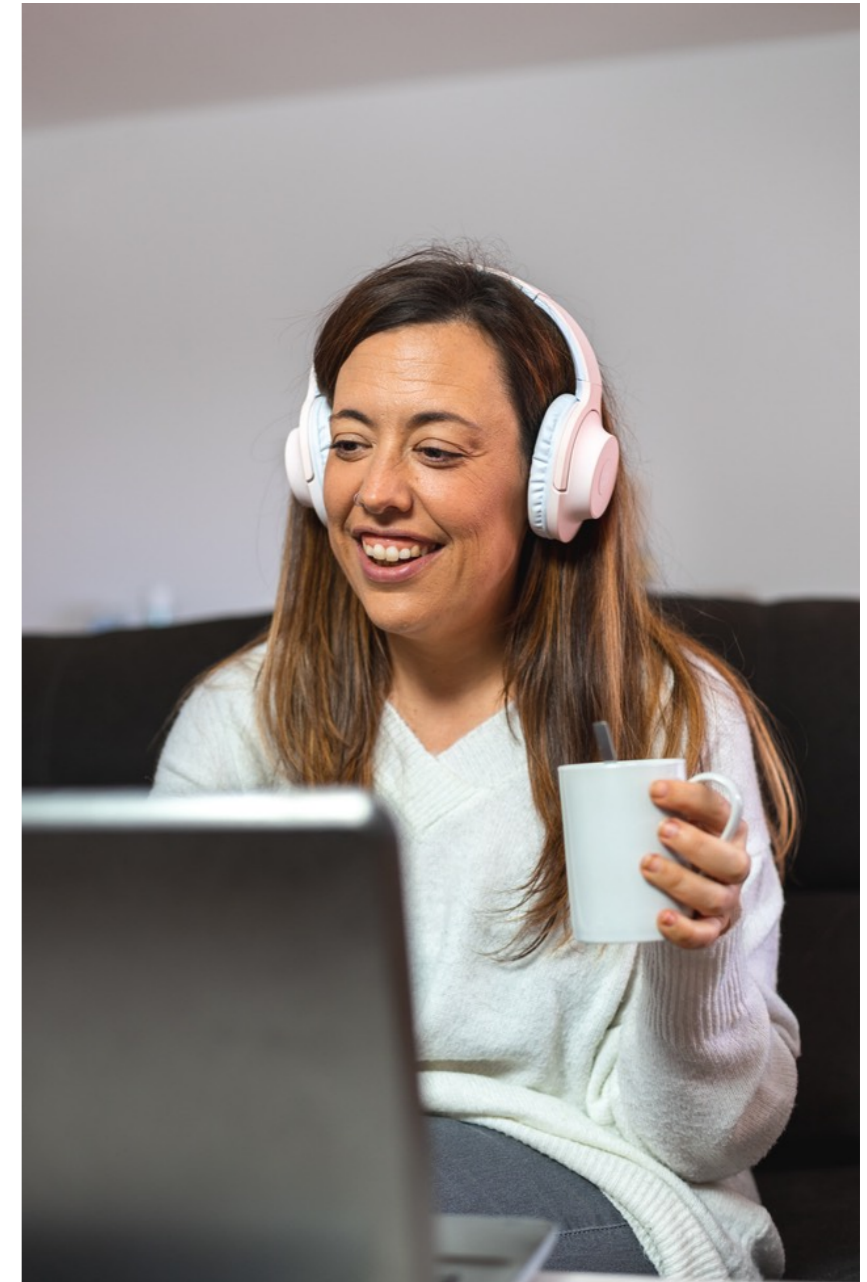
## 02 Course objectives



**Understand the different technical skills needed for the job**



**Master the communication and management skills needed for working with salaried and independent language teachers**



**Prepare for the new era of digital language training**

## Phase 1 - Acquisition

### Session 1 - The Director of Studies (3 hours)

Expert Trainer - Louise Garavaglia

Video (1 hour), Zoom session (2 hours)

- Roles and job description - Qualities - Skills - Market Watch - Tools - Platforms - Tests
- How to organise timing for each task. How and what to delegate. Scope of responsibility for a Dos vs a company owner

### Session 2 - Managing Your Teachers (3 hours)

Expert Trainer - Louise Garavaglia

Video (1 hour), Zoom session (2 hours)

- Different Communication Styles - Working with Salaried v Independents - Working with the Business Owner - Handling Conflict
- Aligning requirements of the company (and customer requirements) with trainer's availability and prerequisites (payment conditions, lesson times, course and testing input and timing) for win-win contracts
- Independent teachers- paperwork required for the training organisation, line of command
- DoS communication with trainers and admin staff: what kind of meetings? How often? Message?

### Session 3 - Optimising Your Digital Training (3 hours)

Expert Trainer - Richard Osborne

Video (1 hour), Zoom session (2 hours)

- Blended Learning - Online learning - Your Online Learning Vision - Digital Learning Project
- How to make choices on the type of digital platforms to be used: exam prep, in-house methods and customizable platforms
- Tests for CPF certification - roll out and pricing, EDOF

### Session 4 - Running your department under Qualiopi (3 hours)

Expert Trainer - Louise Garavaglia

Video (1 hour), Zoom session (2 hours)

- Administrative and legal scope
- Data Organisation : client, learner, contract, testing, programme, testing, results, invoicing ("le parcours apprenant") LMS
- Trainer management : chart of positions, work contracts, contractors, paperwork for contractors
- Course content and pedagogical engineering : testing, on-line work, choice of certifications, choice of trainers, trainer recruitment
- Website : publication and website management for clear communication of your products, services, company data, on-line booking
- EDOF offers and use, Market intelligence
- Surveys, satisfaction and dealing with complaints

## Phase 2 - Application

### Session 5 - Your Internal Project (2 hours)

Expert Trainer - Ian King

Zoom session (2 hours)

*Choose your own project that you will work on to improve the efficacy of your language training. Subjects can range from writing programmes to online learning to quality. The subject will determine who is your individual coach. **The subject must be something you must feel to be weak on.***

### Working inside your organisation (24 hours)

You choose your trainer (Richard, Ian, Louise)

1 X 3 hours via Zoom individual coaching, 21 hours of project work

*To help you with your project and work on any individual difficulties you might have, you will have 3 coaching sessions with the coach of your choice. Feedback and homework will be given. Potential ideas - managing difficult teachers, blended learning platform, shared materials database, etc.*

### Session 6 - Presenting Your Project (2 hours)

Expert Trainer - Ian King

Zoom session (2 hours)

*The objective of this session is to present your project and have it peer-reviewed by the other participants in the group. You choose what you want to present according to the confidential rules within your school, but the idea is that you have achieved a worthwhile victory you're happy to share!*



Louise Garavaglia



Ian King



Richard Osborne

## 04 Course Length and Budget

### Length - 50 hours

You will follow 6 sessions of 2 hours (12 hours) via Zoom in a group with 5 other Director of Studies. You will also have 3 individual sessions of 1 hour (3 hours total) with different experts according to your individual needs. You will also have work to be done on your own Learning Project that will be peer reviewed at the end of the course (21 hours). And there will also be 4 hours of online content, as well as access to Digital Language Trainer (10 hours)

### Budget

Global budget for this course is 2400 euros TTC. This can be financed via AKTO, FIF PL, CPF.