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# **ASSIGNMENT 2**

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**TRAINING & DEVELOPMENT**

**Course Leaders**

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## ***Introduction***

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With an aim of applying our courses of Training & Development, it was asked to us to plan and design a training program and plan assessment within the school or in relation with our work.

This occasion is perfect because I precisely start the steps to create a Stock Market Place within our school for Project Management framework. Indeed, I am passionate of Stock Exchange and all that is in relation with financial markets (besides, I wish to work in this sector at the end of my course of study) and, the school not having a equipment or a course on this subject, thus I had the idea to create an installation able to satisfy this need.

My training program and plan assessment will consist to train the students taking part in the discovery of Stock Market program presented, within this new classroom, by several ESC Montpellier teachers or sometimes by professional speakers.



### **Identification of the training goal and objective:**

The main goal of this formation consists in learning the operation of the financial markets and to understand in which products individual invests its funds of saving, it will make possible student to choose his future investment with more safety and insurance.

At the end, students will be able to know the financial markets of capital and their operation, to identify the products of placement and to envisage their sensitivity to the economic events, to understand the causes and the consequences of the market trends and to know to anticipate and also to manage its wage saving and money capital.

### **Identification of the training needs of the learners:**

Before starting training, I must know the level and the skills the students already have. In this domain, there is a big difference of level because some students have already discovered and seen the Stock Exchange basic whereas others not. That's why it is essential before starting to do a test using a short questionnaire in order to make different group of level. Thanks to that, we will know what are the knowledge the students already have and what they really need to improve their abilities.



## ***Plan The Training Program***

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This training program called “Enter in The Stock Exchange World” is scheduled to 4 weeks. Firstly, we will focus on the discovery of the financial markets (1 week), in a second time the main subject will be to integrate the financial market trends (1week), thirdly we will concentrate on the understanding of Stock Exchange vocabulary (2 days), and finally we will finish by a training of trading technical and financial transactions on the Stock Exchange market (7 days).

I am the single organizer of this program and there will be several teachers or professional speakers (from various French financial institutes) in order to direct the lessons.



### Identification of the Four Training Sessions:

- **Discovery of the financial markets**
  - Introduction : money & bond market, share market
  - What is a title : a bond, a share, a warrant, ...?
  - How does the rate of a title (quotation) evolve / move?
  - Which are the parameters of the title value ?
- **Integrate the financial market trends**
  - The economic situation: growth, inflation, employment, benefit
  - The role of the central banks, the institutions, the investors (funds of pension)
  - The companies valorization and the rate of their shares
  - Stock Exchange source of informations
- **Understanding Stock Exchange Vocabulary**
  - Earning per share
  - Price earning ratio
  - Company Economic Value
  - CAC Index and other financial places (NASDAQ, Dow Jones, ...)
  - Output & Allowance for risk
- **Trading Technical and financial transactions**
  - Technical Analysis Presentation
  - Fields of the risks : careful, balanced, dynamic.
  - Make a diagnosis of its capital
  - Advanced Trading Approach



### Training Evaluation:

Firstly, we can determinate the training outcomes :

It is obligatory to evaluate each session with an aim of being sure that all the trainees acquire the same bases and are not late in the program. It is also very important to know if training is adapted, efficient and allowed to learn the maximum and particularly in the better way.

Thus, training evaluation refers to the process of collecting the outcomes needed to determine if training is effective. There are two kind of evaluation : formative and summative. The first one refers to an evaluation conducted to improve the training process that means the program is suitably establish and the students enjoy it. Secondly, the summative evaluation has to objective to know if trainees acquired knowledge, skills, attitudes identified in the training objective.

An efficient evaluation must have this following criteria : reliable and relevant, discriminate, practical.



### Sessions Plan:

This training will last 4 weeks, divided in 4 parts and must be adapted to the fact that the students have course most of the time the morning and the afternoon. Thus, I am obliged to plan the meetings or courses at midday or starting from 5:30 PM

The first session consist in a basic presentation of the financial Markets :

1st Training Session : Discovery of the Financial Markets (Week 1)					
Description of the tasks	Day 1	Day 2	Day 3	Day 4	Day 5
- Introduction : money & bond market, share market	12:30-13:30				
- What is a title : a bond, a share, a warrant, ...?		12:30-13:30			
- How does the rate of a title (quotation) evolve / move?			12:30-13:30		
- Which are the parameters of the title value ?				12:30-13:30	
- Test					17:30-18:30

The second session become more precise developing technical datas of the markets

2nd Training Session : Integrate the Financial Market Trends (Week 2)					
Description of the tasks	Day 1	Day 2	Day 3	Day 4	Day 5
- The economic situation: growth, inflation, employment, benefit	12:30-13:30				
- The role of the central banks, the institutions, the investors (funds of pension)		12:30-13:30			
- The companie valorization and the rate of their shares			12:30-13:30		
- Stock Exchange source of informations				12:30-13:30	
- Test					17:30-18:30





The purpose of this short session is to facilitate the comprehension of the financial texts by giving all the vocabulary used in.

3rd Training Session : Understanding Stock Exchange Vocabulary (Week 3)		
Description of the tasks	Day 1	Day 2
- Presentation & description of all main terms	12:30-13:30 & 17:30-18:30	
- Test		17:30-18:30

The last part is the most technical. The students will apply their new knowledge intervening directly on the Stock Exchange. Several software will be studied and used in order to trade.

4th Training Session : Trading Technical and Financial Transactions (Week 3-4)							
Description of the tasks	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
- Technical Analysis Presentation	12:30-13:30	12:30-13:30					
- Fields of the risks : careful, balanced, dynamic.			12:30-13:30				
- Make a diagnosis of its capital				12:30-13:30			
- Advanced Trading Approach					12:30-13:30	12:30-13:30	
- Test							17:30-18:32



### Effective Adult Learning Environment:

Adult learning theory is a theory based on how adult learns. This training is obviously composed only by student individuals but in a adult and professional domain, so I have to establish an adapted training. The teachers and the speakers have to explain why they are trained and what they will learn. I have to ensure them that it will be useful for their market approach and that they can be able to .

To train this kind of student we have to use pedagogy learning system. That means they are learner dependant, they have little experience too, they are motivated by external pressure. Furthermore, the role of the teacher is essential for them, that means they rely on their trainer. However, to train some of this students, andragogy learning system could be use too, notably the most involved one and the most motivated.



## ***Identification & Development of a Training Material and Ressources***

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### **This room will comprise :**

- 10 Computers
- Free ADSL Access for Internet
- Reuters access for each working station (Real Time diffusion of the European Financial Places data)
- The possibility of passing its personal trade orders on the market by the intermediary of the site or the financial partner's software (I already contacted Reuters, CPR-ONLINE and Boursorama for a possibility of collaboration)
- An access to the integrated services of decision-making aid of investment of JCF Quant (3000 files version)
- Simulators of stock exchange trading management
- Software of training on the financial products and markets
- A software simulating a stock exchange place allowing to organize a virtual play founded on real valorizations (first market, foreign exchange market, Matif, and Monep)

The two following methods will be used to train and motivate the students to success to the training program :

**Simulation:** we propose to the students exercises of simulation either in the table, or on the computer, in order to put in situation the acquired knowledge. Some software are able to help the trainees on their work.

**Instructional techniques on-the-job training :** The role of the trainer will consist in giving to the students the appropriate tools and stock exchange techniques to be the most efficient in this topic.



## ***Establish Suitable Assessment Methods***

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In order to evaluate the whole formation I will use the five level of evaluation made by Kirkpatrick :

- Reaction: assess how much the four trainees have enjoyed the training program
- Learning: what principles, facts, techniques or skills have been understood by the trainees.
- Behaviour: test of the learning transfer.
- Results: measure the organisational performance as a result of the training.

### **Example of the Assessment Technique**

The phase of assessment and evaluation represents one of the most important step of the training program because it permit to identify students benefited most or least from the program. Also, it gives measurable outcomes of program objectives.

To give measurable outcomes of the program objectives, we will use:

- **Computer tests** (specific vocabulary test)
- **Paper tests** (for preliminary market study)
- **Stock Exchange Software Simulation** (trading simulation with a fake capital)

## **Conclusion**

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This formation makes available to all students the operation money markets functioning and the vocabulary used in the stock exchange world.

A progressive and concrete pedagogy:

- the trainer comments on the recent trends in the financial markets.
- access in real time to the financial markets via Internet.
- cards of syntheses on the products, the markets, the key words are given to the participants.



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