



Instructor Guide  
Lesson 8 Course Conclusion



# Cyber Excepted Service (CES) HR Elements Course Conclusion

## Instructor Guide





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## Cyber Excepted Service (CES) HR Elements Course, Lesson 6 Course Conclusion

### LESSON OUTCOME

The overall lesson goal is to review the lessons that have been completed in this course while reflecting on the role of HR Practitioners in CES organizations.

### METHODOLOGY

**Lecture:** Transmit information which supplements or enhances reading; promote understanding via explanations; respond to student misconceptions or difficulties; create or engage interest in a new area; motivate reading or other assignments. Examples of lecture content include: Create interest in the performance management program, promote understanding via explanations; and respond to student misconceptions or difficulties.

**Discussions:** Practice thinking and communicating in the subject/discipline; evaluate positions, arguments, or designs; defend own position; identify problems, conflicts, and inconsistencies; get feedback from/about students; draw on students' expertise and prior knowledge.

### TARGET AUDIENCE

The primary target audience is HR Professionals who service a CES designated component or organization.

## About Facilitating

### MATERIALS NEEDED

Be sure you have the following materials, which will be needed to complete the activities:

- ◆ Instructor Guide/Slides
- ◆ Chart paper/easel (at least 3)
- ◆ Copies of HR Elements for HR Practitioners Course Evaluation Form
- ◆ Large envelope for collecting Evaluation Forms
- ◆ Computer
- ◆ Microphone



## SETUP

Prior to a training session, be sure that the following setup has been completed:

- ◆ Practice with slides on session computer
- ◆ Test slides/practice in a room
- ◆ Test microphone if used





## SPECIAL FACILITATION REQUIREMENTS

Keep the participants actively involved, but watch the time!

## BEST PRACTICES

Here are some best practices for facilitating an instructor-led training course.

1. Refer to the Instructor's Guide and rely on the script. Rehearse the script several times so that you can paraphrase it naturally. To the degree the schedule allows, try to add information that supports or highlights the points being made in the slide (e.g., add examples from your own experience).
2. Encourage participation. Accomplish this by asking questions and by having the participants interact as directed.
3. Encourage participants to speak in turn.
4. Encourage participants to follow along with the slides.
5. At the end of the lesson, ask the participants what they remember. Let them summarize the major instructional points if time permits.
6. Keep the atmosphere informal so that the participants are comfortable asking questions, participating in activities, and sharing their knowledge or concerns.

# COURSE Introduction and Overview

## COURSE NAME

LESSON 6 - COURSE CONCLUSION

Duration 10

Minutes

## PURPOSE

The purpose of this lesson is to review the completed course work while reflecting on the role of HR Practitioners in CES organizations.





## LESSON 6: COURSE CONCLUSION

### LEARNING TOPICS

When participants have completed Lesson 6, they will be able to:

- Describe the lessons that have been completed in this course
- Identify locations for upcoming CES Training Courses
- Recognize your role in CES as an HR Practitioner in your organization
- Evaluate the quality of the HR Practitioners Course

### TOPICAL OUTLINE

Lesson 1: Course Introduction  
Lesson 2: CES Background  
Lesson 3: Occupational Structure  
Lesson 4: Employment and Placement  
Lesson 5: Compensation Administration  
Lesson 6: Course Conclusion

### TIME

The following is a suggested time plan for this lesson. The instructor(s) may adapt it as needed. Note this table does not reflect breaks – use your judgment to determine the timing of breaks for participants.

LESSON	SUGGESTED TIME
<b>Lesson 6: COURSE CONCLUSION</b>	10 minutes with no break





## Instructor Notes



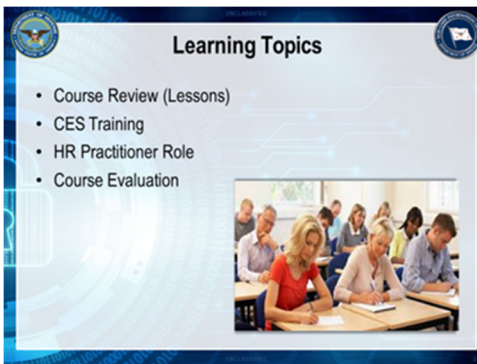
### HR Elements Course Conclusion

**DO - Display the course title slide as participants arrive for training each morning.**

- Welcome participants as they arrive for the class
- Thank them for coming
- Check their names on the class roster and ensure that all of their data on the roster is correct

**SAY:** Welcome to the CES HR Elements Course for HR Practitioners Course Conclusion. Lesson 6 is the final lesson of the course.

**Transition:** Let's re-review the Learning Topics.



**DO - Show slide 2**



**SAY:** In the lesson, we are going to wrap-up this course by quickly reviewing the lessons that have been completed in this course and exploring the locations for upcoming CES Training Courses. As we reflect on your role as an HR Practitioner and Trainer in your organization, you will get the opportunity to evaluate the quality of this course.

(pause)

But first, let's look at what we have accomplished.

**Transition:** Let's re-examine the Course Lessons.



**DO - Show slide 3**

**Courses Review.** It is essential to start the course with a positive, energetic tone and to establish your expertise and authority in the classroom.

**SAY:** In the lesson, we are going to wrap-up this course by quickly reviewing the lessons that have been completed in this course and exploring the locations for upcoming CES Training Courses.

As we reflect on your role as an HR Practitioner in your organization, you will get the opportunity to evaluate the quality of this course.

(pause)

But first, let's look at what we have accomplished.

**SAY:** We have discussed a range of topics related to the CES including:

- The History of CES and its goals, objectives, and strategic direction
- The CES Occupational Structure and how the positions within your Component fit into the structure





- The Alignment Process for CES positions
- Employment and placement considerations unique to CES employees and the excepted service
- Compensation administration, including Local Market Supplement (LMS) and Target Local Market Supplement (TLMS) adjustments to base salary

**DO:** Stop and ask if there any questions? Any Comments?

**SAY:** The hope is that you now have a good understanding of the topics and how they work together within the CES. The expectation, however, isn't that you have all the information memorized.

More important is that you know where to look for answers as questions arise in future training. The list of references provided is designed to serve as a helpful resource in these instances.

And, of course, you can refer to the CES policy documents referenced throughout this course.

Now, let's take a look at where you can get CES resources.

**Transition:** Let's look at other CES Training.



**DO - Show slide 4**

**SAY:** While this course provided a detailed overview of CES HR practices and policies, it was beyond the scope of this course to cover all CES-related topics in depth.

As such, you are encouraged to visit the Cyber Exchange and familiarize yourself with all of the CES materials and attend any upcoming available courses.

This will not only help you better understand CES policies and procedure, but will also serve as a resource you can share with managers/supervisors and employees who have questions.



Additionally, the Cyber Exchange will house detailed policy information on the Directives and the Series 3000 Volumes and any annual supplemental guidance.

**As an HR Practitioner, you have a critical role in administering the Cyber Excepted Service**

**Transition:** Let's take a look at the role of an HR Practitioner.



**DO - Show slide 5**

**SAY:** Throughout this course we have explored how CES is a personnel management system that involves managers/ supervisors as the primary drivers of its success.

As such, you must work with your managers/supervisors and empower them to take ownership of the system and provide them with the information, support, and tools they need to be successful.

Additionally, look for ongoing opportunities to communicate the benefits and capabilities of performance management to employees, managers/supervisors, and leaders.

**Transition:** Congratulations! You have completed the CES HR Elements Course.





***DO - Show slide 6***

***SAY:*** Congratulations! You have completed the Cyber Excepted Service HR Elements Course! At this time, I would like to thank you on behalf of the Office of the DoD CIO for your stellar participation in this course.

***ASK:*** Before you leave today, I would like to get your feedback.

***Transition:*** Let's complete the Course Evaluation.

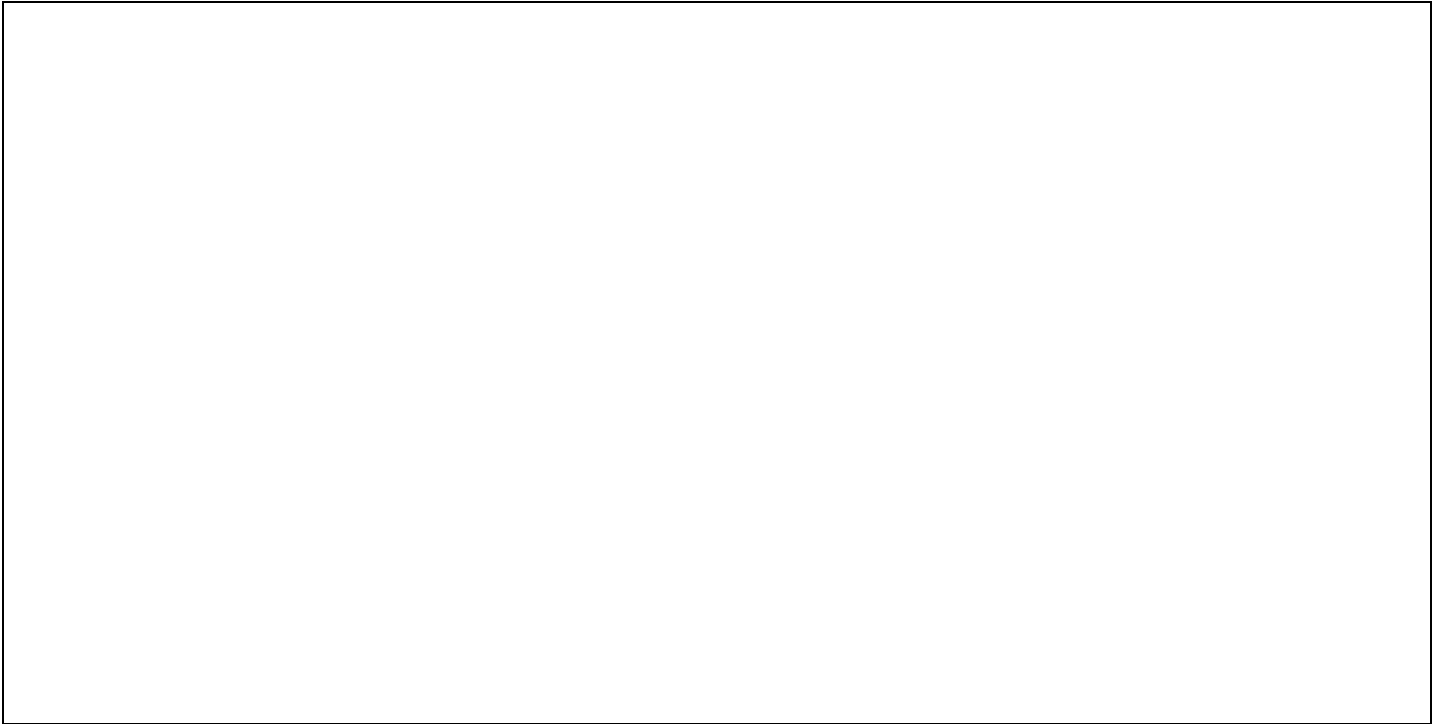


***DO - Show slide 7***

***SAY:*** Please take a few minutes to complete the course evaluation form. The DoD CIO will use your feedback to improve future course offerings.

After you complete your evaluation, please place your assessment in the brown envelope at the front of the room. Be sure to save the materials from this course as a desk reference.

Best of luck to you!



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