



Instructor Guide
Train the Trainers Course Conclusion



Cyber Excepted Service (CES) Train the Trainers Course Conclusion

Instructor Guide





Cyber Excepted Service

Instructor Guide
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Cyber Excepted Service (CES) Train the Trainers, 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 and Trainers 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 includes: 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 Practitioners and Trainers in organizations covered under CES.

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 the Train the Trainers Course Evaluation Form
- ◆ Large envelope for collecting Evaluation Forms

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 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 in a natural way. 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 a 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

Train the Trainers Course Conclusion

Duration

10 minutes

PURPOSE

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





Train the Trainers: COURSE CONCLUSION

PURPOSE

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LEARNING TOPICS

When participants have completed the Course Conclusion 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 and Trainer in your organization
- Evaluate the quality of the Train the Trainers Cyber Excepted Service Course

TOPICAL OUTLINE

- A. CES DoD Leaders Orientation Course
- B. CES HR Elements Course
 - (1) Occupational Structure
 - (2) Employment and Placement
 - (3) Compensation
 - (4) Performance Management
 - (5) Conduct- Based Actions
 - (6) Performance Based Actions
 - (7) Grievance and Appeal Procedures
- C. CES Workforce Orientation Course





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 judgement to determine the timing of breaks for participants.

LESSON	SUGGESTED TIME
Train the Trainers Course Conclusion	10 minutes with no break





Instructor Notes

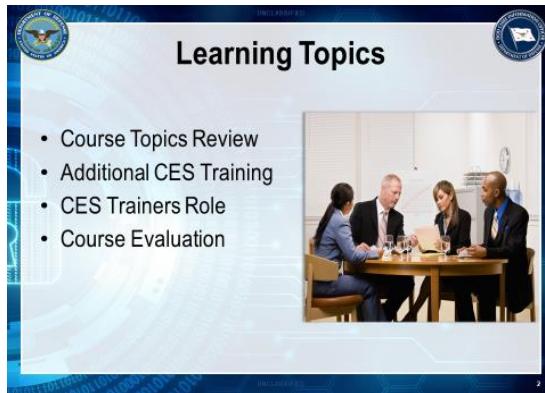


Train the Trainers Course Conclusion

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 Train the Trainers Course Conclusion. This is the final lesson for the course.



DO - Display 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.





Instructor Notes

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.

The slide is titled "Course Topics Review" and contains a bulleted list of topics. The topics include:

- CES DoD Leaders Orientation Course
- CES HR Elements Course
 - CES Background
 - Occupational Structure
 - Employment and Placement
 - Compensation
 - Performance Management
 - Labor and Employee Relations
 - Conduct-Based Actions
 - Performance-Based Actions
 - Grievances and Appeals Procedures
- CES Workforce Orientation

DO - Show slide 3, Course Topics Review.

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

SAY: Over the last 16 hours, we have explored three CES Courses: DoD Leaders Orientation, CES HR Elements, and CES Workforce Orientation.

Specifically, we've 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;

How performance management promotes a performance culture;





Instructor Notes

Performance and conduct-based actions, grievance, and appeal procedures.

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 trainings. 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.



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 DCPAS Cyber One Stop Web Site and familiarize yourself with all of the CES materials and attend any upcoming courses that are available.

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

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





Instructor Notes

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



DO - Show slide 5

SAY: Congratulations! You have completed the Cyber Excepted Service Train the Trainers 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.





Instructor Notes



DO - Show slide 6

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 evaluation 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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