



Welcome to the Cyber Excepted Service (CES) Train the Trainer Course



Cyber Excepted Service (CES)

Train the Trainer

Course Introduction



DoD CIO



Agenda

❖ Day One:

- Opening Remarks
- Instructor Introduction
- Administrative Remarks
- Lesson 1 - Course Introduction
- Lesson 2 - CES Background
- Lesson 3 – Occupational Structure
- Day One Wrap-Up

❖ Day Two:

- Instructor Remarks
- Administrative Remarks
- Day One Review
- Lesson 4 - Employment and Placement
- Lesson 5 - Compensation Administration
- Lesson 6 - Course Conclusion



Administrative Information

- Class start and end times
- Break times
- Lunch time
- Smoking area
- Bathroom locations
- Emergency exits
- Mobile devices
- Parking Lot





Ground Rules

- Participation
- Share experiences
- Respect divergent opinions
- Ask questions
- Avoid private conversations
- Honor time commitments





Introductions

- **Participants, please share your:**
 - Name
 - Current position
 - Current duty location





Ice Breaker

Identify your top five CES related challenges as an HR Practitioner (not as an employee under CES):

1.

2.

3.

4.

5.





Learning Topics

- CES Training Approach
- CES Courses:
 - CES HR Elements
 - CES Workforce Orientation
 - CES Department of Defense (DoD) Leaders Orientation
- Presentation and Instruction Tips
- Trainers Next Steps





Training Courses

AUDIENCE	COURSE	OBJECTIVES
General Workforce	CES Leaders Orientation: Presentation Power Point Brief and Q&A (~3.00hrs)	<ul style="list-style-type: none"> Familiarize employees with the core tenets of CES CES conversion opportunities Explain the CES organizational and workforce implications
DoD Leaders	CES Leaders Orientation: Delivery Executive Power Point Brief and Q&A (~2.00hrs)	<ul style="list-style-type: none"> Familiarize leaders with the core tenets of CES Labor obligations responsibilities Equip leaders with the requisite knowledge for CES implementation in their organizations
HR Practitioners	CES HR Elements: Delivery: Interactive Module-Based Course (~12.00hrs)	<ul style="list-style-type: none"> Provide HR professionals with the knowledge and tools to operationalize CES policies and procedures Notification process and conversion actions Equip HR professionals with the requisite knowledge to serve as a CES advisor for leaders, managers/supervisors, and employees in their organizations
Component Trainers & HR Practitioners	Train the Trainers: Delivery: Power Point and Interactive Modules Course (~16.00hrs)	<ul style="list-style-type: none"> Provide Component Trainers and HR Professionals with the knowledge and tools to deliver the CES Courses at their organizations: CES HR Elements; CES Leaders Orientation, and CES Workforce Orientation



CES Trainers Tools

- Training Plan Checklist
- CES Policies
- Training Course Content
- Instructors Guide
- Fact Sheets & Brochures
- Participant Handouts
- Participant Exercise Sheets
- Answer Keys



Presentation and Instruction Tips

✓ Great Presenters:

- Enthusiastic
- Sincere
- Confident
- Animated
- Knowledgeable



✓ Effective Instructors:

- Avoid lecturing
- Make your training interactive
- Use your voice effectively
- Use your observation skills
- Manage breaks
- Continue to improve performance





CES Training



Please visit: **Cyber Exchange**
<https://public.cyber.mil/dod-cyber-excepted-service-ces/>



CES Trainers Next Steps

If you have not already done these things...

1. Attend a CES Train the Trainers Workshop
2. Familiarize yourself with the CES policies (some of the content you already know)
3. Attend a CES Briefing at an HR Community Engagement
4. Meet your CES Component Implementation Lead
5. Secure the logistics for the courses that you are teaching (e.g. dates, location, and OSD SME's attendance)



BREAK

(10-minutes)