Training of a CxA

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Questions related to specific materials, methods, and services will be addressed at the conclusion of this presentation.
This presentation will describe the necessary elements that are required to develop training of commissioning authorities. The topics will include identifying program elements, program design, developing training materials, training delivery and evaluation.
At the end of this session, participants will be able to:

1. Describe the identification of commissioning training topics
2. Discuss the program design for the training of CxA
3. Explain the development of instructional materials
4. Discuss the delivery of commissioning training
What does a CxA do?

- Review Control Sequences
- Test Systems
- Collaborate with Team Members
- Manage Budget
Identifying Topics

What does a CxA need to know?

- Knowledge
- Skills
- Attitudes
- Abilities
Identifying Topics

What does a CxA need to know?

- What the process is & how to apply the process
- How to analyze systems & verify/improve performance

Cx Process

Systems & Equipment

What the systems are & how they operate

Systems Analysis & Performance

Application

Demonstrate application of knowledge & skills
Program Design

Who are you training?
• Education
• Experience
• Age, Culture
• Location
• Availability
• Employed
• Motivation
• Resources
Training Plan
• Goals & Objectives
• Duration of Instruction
• Program/Course/Class
• Learning Environment
• Assessment (Testing)
• Evaluation
• Resources (Budget)
Define Learning Objectives

- Identify the outcome that can be expected as a result of the instruction.
  
  - **Specific**
  - **Measurable**
  - **Attainable**
  - **Relevant**
  - **Targeted**
Adult Learning Principles
• Motivated and self-directed
• Connect new learning with previous life experiences and knowledge
• Goal & relevancy oriented
• Practical – Seeking application of learning
• Respect and recognition
Developing Instructional Materials

- PowerPoint Slides
- Lecture Notes
- Handouts
- Assessments
- Workbooks
- Job Aids
- E-learning
Developing Instructional Materials

- Subject Matter Experts
- In-house Staff
- Off the Shelf
- Graphics
  - Photography
  - Video
- Hands-on Activities
  - Usability Testing
  - Maintenance
Delivering Training

• Program Schedule
• Learning Environment
• Learner Centered
• Prepare, Prepare, Prepare
• Facilitate Discussion
• Seek Feedback
<table>
<thead>
<tr>
<th>Training Evaluation</th>
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<tr>
<td><strong>Reaction</strong></td>
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