

PROFESSIONAL FOUNDATIONS

- Communicate effectively in visual, oral and written form.
- Comply with established legal and ethical standards.
- Maintain networks to advocate for and support the training function.
- Update and improve professional and business knowledge, skills, and attitudes.

PLANNING AND ANALYSIS

- Develop and monitor a strategic training plan.
- Use performance analysis to improve the organization.
- Plan and promote organizational change.

DESIGN AND DEVELOPMENT

- Apply instructional system design principles to training projects.
- Use technology to enhance the training function.
- Evaluate training and performance interventions.

ADMINISTRATION

- Apply leadership skills to the training function.
- Apply management skills to the training function.
- Apply business skills to the training function.
- Implement knowledge management solutions.

