Slide 1

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

Slide 2

Cyber Excepted Service (CES)
Train the Trainer
Course Introduction
DoD CIO

Slide 3

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

Slide 4

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

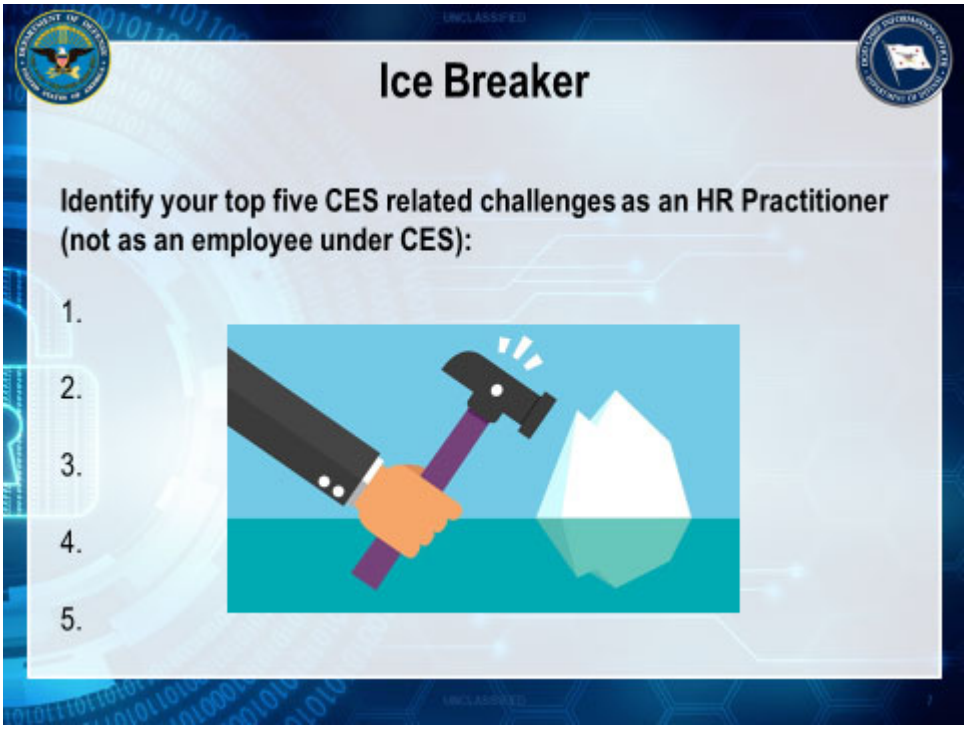
Slide 5

Ground Rules
• Participation
• Share experiences
• Respect divergent opinions
• Ask questions
• Avoid private conversations
• Honor time commitments
RULES
APPLY

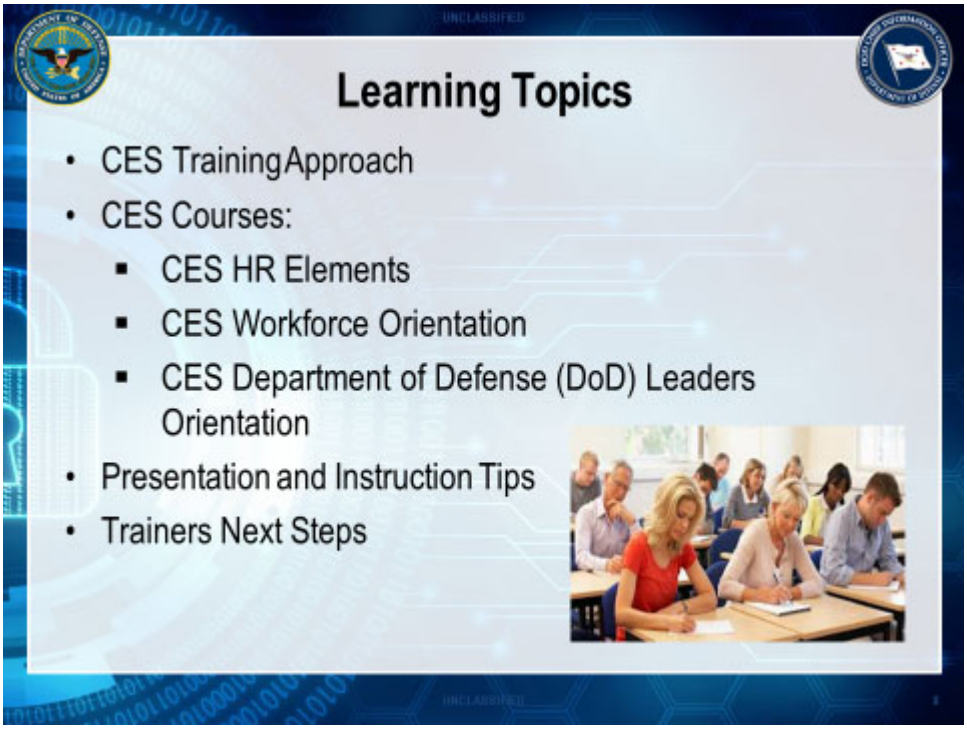
Slide 6

Introductions
• Participants, please share your:
– Name
– Current position
– Current duty location

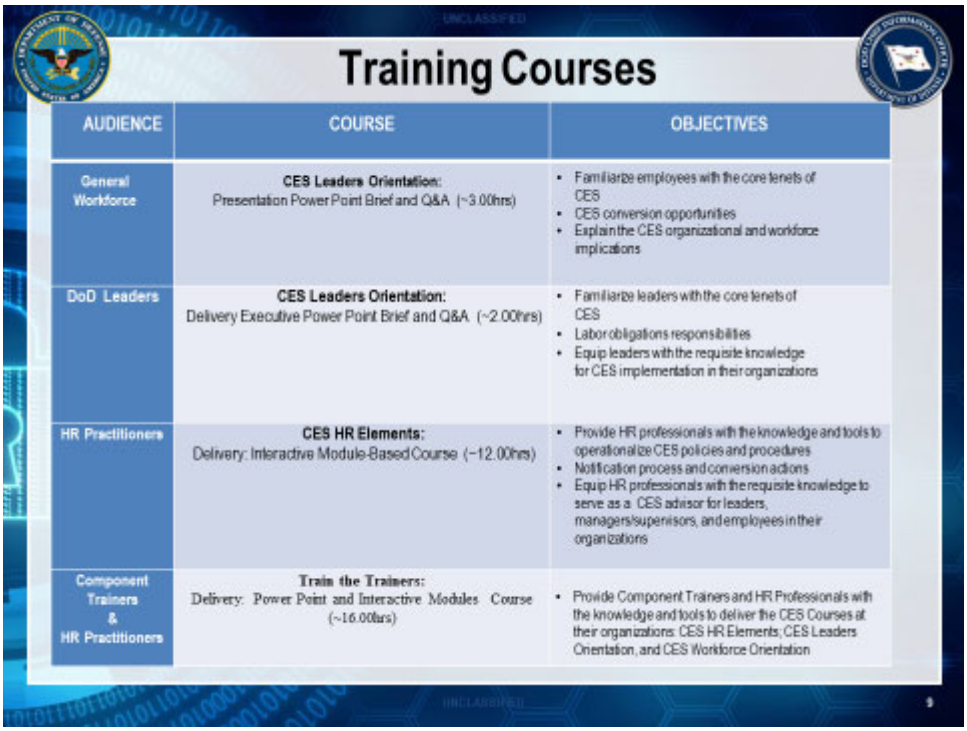
Slide 7


Ice Breaker
Identify your top five CES related challenges as an HR Practitioner (not as an employee under CES):
1.
2.
3.
4.
5.

Slide 8


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

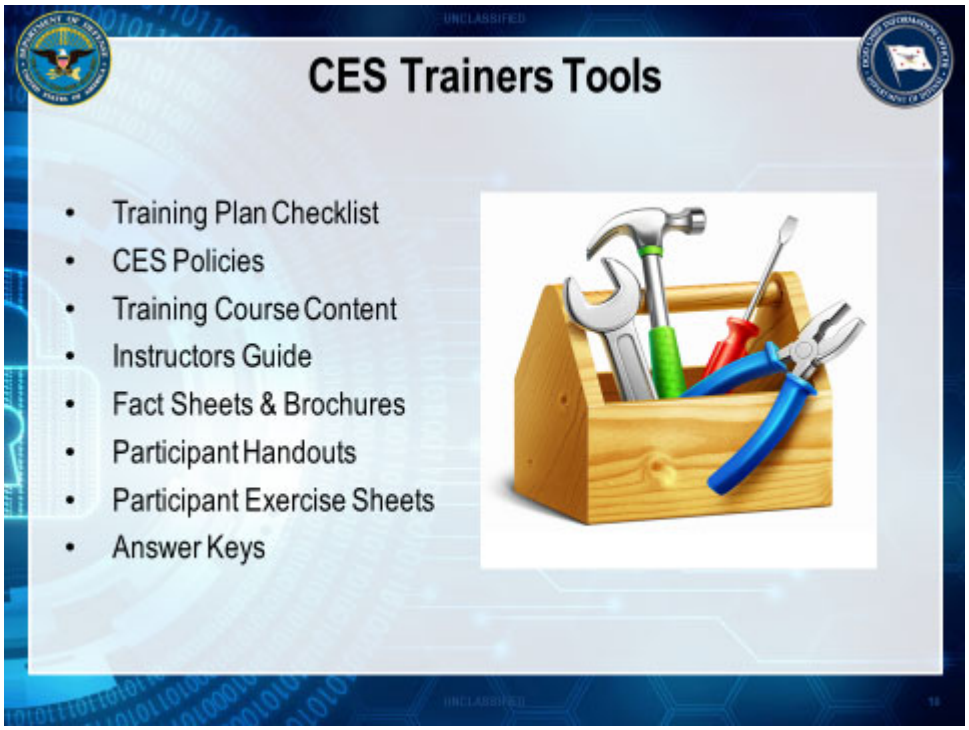
Slide 9



# Training Courses

| AUDIENCE | COURSE | OBJECTIVES |
|---|---|---|
| General Workforce | **CES Leaders Orientation:** Presentation Power Point Brief and Q&A (~3.00hrs) | • Familiarize employees with the core tenets of CES<br>• CES conversion opportunities<br>• Explain the CES organizational and workforce implications |
| DoD Leaders | **CES Leaders Orientation:** Delivery Executive Power Point Brief and Q&A (~2.00hrs) | • Familiarize leaders with the core tenets of CES<br>• Labor obligations responsibilities<br>• Equip leaders with the requisite knowledge for CES implementation in their organizations |
| HR Practitioners | **CES HR Elements:** Delivery: Interactive Module-Based Course (~12.00hrs) | • Provide HR professionals with the knowledge and tools to operationalize CES policies and procedures<br>• Notification process and conversion actions<br>• 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) | • 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 |

Slide 10


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

Slide 11

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

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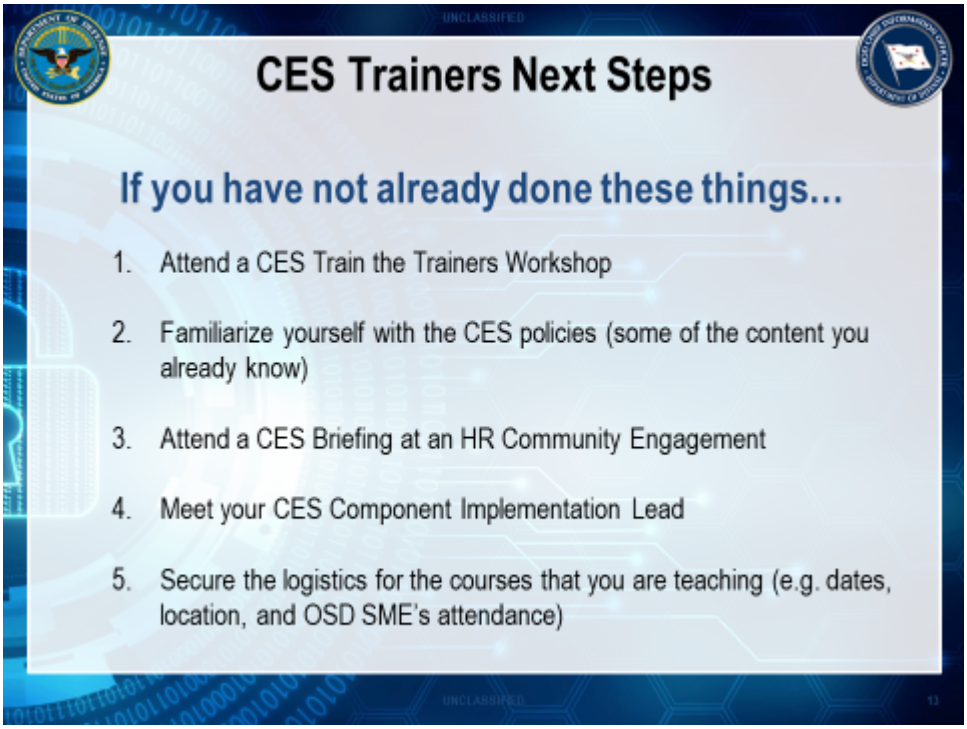
CES Training
Please visit: Cyber Exchange
https://public.cyber.mil/dod-cyber-excepted-service-ces/

Slide 13


UNCLASSIFIED
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)
UNCLASSIFIED
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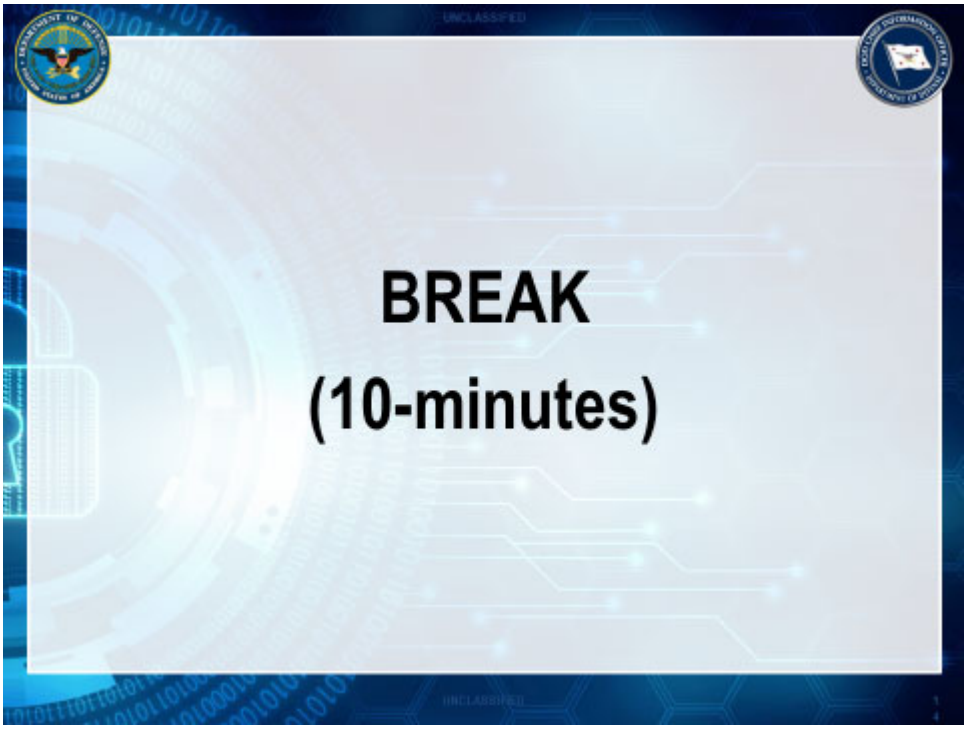
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