August 21, 2020

Mission

The Training Committee develops and maintains a comprehensive training plan for TNI.

Composition of the Committee

1. There is no requirement for balance of membership.
2. There are representative participants with interest in training (e.g., ABs, vendors, trainers (internal and external to TNI), users, etc.).
3. The Committee is under the direction of the TNI Board of Directors.

Objectives

1. Develop a comprehensive plan for training.

   Success Measure:
   - Prepare a list of future training courses organized into categories similar to the TNI Training website organization.
     - This list can include current offerings as well as potential new course offerings.
   - Provide a brief summary of what courses could include.
   - Review training courses offered annually for continued applicability.
   - Increase global registration and participation in new and previously offered TNI training courses.

2. Seek out trainers for needs identified.

   Success Measures:
   - 5-10 additional contract trainers are identified.
   - 5-10 trainers from the vendor community are identified.
   - Increase TNI staff developed training courses.
   - Increase TNI committee developed training courses.

3. Explore potentials for developing various training tracks (e.g., quality managers, technical managers, and other similar groups).

   Success Measures:
   - Identify target groups by working with the Competency Task Force.
   - Develop a list of course topics to be covered for each training track.
   - Request proposals from trainers to develop needed courses.

4. Expand use of technology to administer, automatically grade tests and provide certificates. Consider the possibility of digital badges.

   Success Measures:
   - Build or buy on-line solutions for grading tests with simple Yes/No, True/False and a/b/c/d responses.
   - Build or buy on-line solution for automatic certificates for non-CEU classes.
   - Explore option to build or buy on-line solution for automatic certificates for CEU classes with simple responses.
   - Document the consideration and committee recommendation related to implementation of digital badges.

5. Increase use of available training materials already developed.

    Success Measure
- o   Develop a marketing plan for existing courses.
- o   More training material is purchased.

6. Look for opportunities to collaborate with other training providers.

    Success Measure
- o   Prepare and maintain comprehensive list of relevant training organizations.

7. Consider Development of Trainer evaluation criteria for both initial and continued training.

    Success Measure
- o   List of trainer evaluation criteria

Decision Making *(specify default option from Decision Making SOP 1-102)*

Majority Vote and in the presence of, or by electronic voting of, a committee quorum; voting options are: Yeah, Nay or Abstain.

Available Resources:

- Volunteer committee members
- Teleconference and A/V services
- Program Administrator support
- On-line system (Currently Webex) for hosting webinars and recording as webcasts

Anticipated Meeting Schedule:

- Monthly Teleconferences initially but ultimately dropping down to quarterly.
    - o   Second Friday of each month at 1:00pm Eastern.
- Face-to-face meetings as needed at TNI conferences.

Program Administrator: Ilona Taunton

Approved by the Policy Committee on August 21, 2020