



Train-the-Trainer: Performing a JTA and Meeting PER-005 Course

Overview:

This two-day course will provide individuals with the process and steps for performing a Job Task Analysis within their organization. The course consists of both lecture and individual and group exercises to re-enforce concepts and practices discussed. Attendees who successfully satisfy all of the course requirements will be awarded with 16.0 NERC CEHs (Professional related).

Target Audience:

The course is intended for those individuals responsible for performing a Job Task Analysis for the positions in their operating control center.

Course Delivery:

The course will be delivered over a two-day period. The class activities will include lecture, related exercises, group discussions, and other content related activities. **It is strongly recommended that each participant have a laptop computer in class for completion of assignments.**

Course Content

The course curriculum will consist of the following training modules:

NERC Standard PER-005:

The module covers the current status of the NERC Standard and its implication to the training environment. The module identifies the current elements included in standard and what an organization must do to comply with the standard.

Performing a Job Task Analysis:

The Performing a Job Task Analysis module explains what a Job Task Analysis is, its purpose, and identifies the importance of task documentation. The module then steps through the process of performing a JTA that includes information collection methods and validation.

JTA Utilization:

This module steps through the process of utilizing your JTA and incorporating it into documentation that will provide structured OJT, in addition to OJT Training Guides. The module then explores the elements of the JTA that are used as a basis for developing the training program and concludes with utilizing the JTA content for evaluation and testing tools.

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Classroom Schedule:

Day 1 - 8:00 AM to 5:00 PM (Lunch provided)

Day 2 - 8:00 AM to 5:00 PM (Lunch provided)

Attendee Requirements:

Attendees must sign-in for the training activity in accordance with the attendance verification process stated:

- Attendees are required to sign-in on the course sign-in sheet
- Attendees are required to provide their NERC SO Certification # on the sign-in sheet, if applicable
- Attendees are required to provide a photo ID as proof of identity
- Attendees must participate in all course activities
- Attendees must successfully complete the activity assessment and obtain at least a minimum passing grade. If the attendee is unsuccessful in the initial assessment, a second opportunity to successfully complete the assessment following remedial instruction will be given.
- Attendees must submit a course evaluation form

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