

# Training Committee Charter

July 11, 2024

## Mission

The Training Committee's mission is to develop, support and expand a comprehensive training plan for the environmental measurement community.

## 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 Measures:

- Courses identified for future development with a brief summary of possible content.
- Courses reviewed annually for continued applicability.
- Fifteen (15) new training courses offered annually.

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.

3. Develop various training tracks (e.g., quality managers, technical managers, and other similar groups).

### Success Measures:

- Training tracks identified through work with the Competency Task Force.
- List of course topics developed that covers each training track.
- Proposals requested from trainers to develop needed courses.
- Courses are developed and held.

4. Expand use of technology to administer, automatically grade tests and provide certificates.

### Success Measures:

- On-line solution for grading tests with simple Yes/No, True/False and a/b/c/d responses is implemented.
- On-line solution for automatic certificates for non-CEU classes and CEU classes with simple tests is implemented.

5. Implement digital badge program.

### Success Measures:

- Digital badges are available.

6. Implement credentialling program.

**Success Measures:**

- Credentialling program is implemented.

7. Increase use of previously developed training materials provided as webcasts.

**Success Measure**

- Existence of marketing plan for current courses.
- At least 200 webcasts are purchased annually.

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

**Success Measure**

- Comprehensive list of relevant training organizations is maintained.

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

**Success Measure**

- List of trainer evaluation criteria exists.

10. Review and recommend internal policies and procedures that support TNI's Educational Delivery System (EDS).

**Success Measures**

- Policies and SOPs that govern the operation of the training efforts of TNI are reviewed at least every 5 years or more frequently as needed.
- Marketing procedures are developed and implemented (e.g., social media presence, brochures, course catalog.)

11. Prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or when requested by the Executive Director.

**Success Measure:**

- Activities and progress provided within the Annual Report and Work Plan design and any subsequent revisions are approved by the TNI Board.

12. Ensure that assessors, regulators, QA managers and technical managers have an organized forum at every TNI conference to discuss common issues (Assessment Forum). Organize each Assessment Forum to address subjects that are current to the stakeholder community, hot topics or topics recommended by attendees.

**Success Measure:**

- There is an Assessment Forum at every TNI Conference.
- Collect feedback from attendees.
- Overall ratings of 3.5 or greater out of a scale of 5.0.

13. Ensure that representatives of accredited organizations and other stakeholders have an organized session at every TNI conference to discuss common issues (Mentor Session). Ensure that these Mentor Sessions are organized to provide expanded and detailed information on issues that are key to successful implementation of the applicable TNI Standard.

**Success Measure:**

- There is a Mentor Session at every TNI Conference.
- Collect feedback from attendees
- Overall ratings of 3.5 or greater out of a scale of 5.0.

**Available Resources:**

- Volunteer committee members
- Virtual meeting services
- Program Administrator support
- Training Coordinator
- Executive Administrator for managing internal processes
- Information Technology Manager
- On-line system (such as Webex) for hosting webinars and recording as webcasts

**Anticipated Meeting Schedule:**

- Monthly virtual meetings as needed.
- In-person meetings as needed at TNI conferences.

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Approved by the TNI Board of Directors - October 9, 2024