A — HDC ORIENTATION

A1 Describe HDC	**A2** Describe HDC Business Practices	**A3** Describe Consultant Roles & Responsibilities	**A4** Apply HDC Work Strategies	**A5** Describe HDC's Performance Management & Training Model	**A6** Describe Methods for Optimization & Loss Control
A7 Use and Troubleshoot Laptop Computers	**A8** Use Computer Networks	**A9** Manage Data	**A10** Use HDC Software	**A11** Plan & Control Work	**A12** Track Project Status

B — SUPPORT KNOWLEDGE AND SKILLS

B1 Use HDC Library	**B2** Describe Industrial Technology	**B3** Describe Quality Assurance	**B4** Describe Industrial Safety Practices	**B5** Describe Environmental Protection	**B6** Describe Performance Appraisal Systems
B7 Describe Strategies for Optimizing People's Performance	**B8** Describe Strategies for Optimizing Equipment	**B9** Describe Strategies for Optimizing Use of Materials	**B10** Describe Optimization and Loss of Organization	**B11** Describe Loss Control Strategies	**B12** Identify Critical Tasks and Assess Risk
B13 Perform a Critical Task Analysis	**B14** Describe Adult Learners & Adult Learning Theories	**B15** Describe Types of Product	**B16** Describe Industrial Training Models	**B17** Describe Information Mapping Concepts	

C — DEVELOP MODULES

C1 Describe Module Development Process	**C2** Describe & Gather Background Information	**C3** Describe & Develop Expanded Scope	**C4** Interview Clients to Obtain Relevant Content	**C5** Describe & Write Training Objectives	**C6** Describe & Write Module Outline
C7 Describe & Write Module Introduction	**C8** Describe & Write Module Text	**C9** Prepare Drafts of Illustrations	**C10** Describe & Write Tests & Knowledge Checks	**C11** Write Procedures & Job Checks	**C12** Develop Job Aids
C13 Edit Module	**C14** Validate Documents	**C15** Manage Projects			

D — DESIGN PROGRAMS

D1 Describe & Apply HDC's Performance Management & Training Model	**D2** Describe & Conduct Corporate Needs Assessment	**D3** Describe & Develop Profile & Scope Document	**D4** Describe & Develop Mini-Profiles	**D5** Plan Training Program Development	**D6** Pilot-test Training

E — IMPLEMENT PROGRAMS

E1 Develop Training & Progression Policies	**E2** Develop Administrative System	**E3** Orient Client to Training or Performance Management Prog.	**E4** Evaluate Training or Performance Management Program