

Job and Task Analysis for:  
**National Instruments Certified Professional Instructor**

<b>Certification ID</b>	<b>Certification Title</b>	<b>Job Description:</b>
CPI	Certified Professional Instructor	Given a set of training conditions and a student population with various learning styles and needs, the National Instruments Certified Professional Instructor will be able to present clear, professional instruction to an adult population

<b>Task ID</b>	<b>Task</b>	<b>Objective ID</b>	<b>Objective</b>
CPI-COM-01	Analyze course materials and learner information	CPI-COM-01-01	Describe the aspects of preparation and their effect on a course presentation
		CPI-COM-01-02	Explain the purpose and advantages of a dry run of the course materials
		CPI-COM-01-03	Explain how learner information is useful in preparation for a course
		CPI-COM-01-04	Describe the process for analyzing course materials before a presentation

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CPI-COM-02	Assure preparation of instructional site	CPI-COM-02-01	<p>List and describe the computer items to check during instructional site preparation</p> <ul style="list-style-type: none"> <li>▪ Computer set up</li> <li>▪ Station Test VIs</li> <li>▪ Check mice</li> <li>▪ Check network card setup if necessary</li> <li>▪ Check the NI Instrument Simulator if</li> <li>▪ Check for the correct slides, exercises and solutions</li> <li>▪ Reset the power management on the instructor's computer</li> <li>▪ Check for keystoneing and distortion on the projector</li> <li>▪ Check the projector display resolution for acceptability.</li> <li>▪ Check the roster to ensure enough equipment is available</li> </ul>
		CPI-COM-02-02	<p>List and describe the environmental items to check during instructional site preparation</p> <ul style="list-style-type: none"> <li>▪ Ensure the classroom is arranged for visibility</li> <li>▪ Check the room lighting</li> <li>▪ Check window shades</li> <li>▪ Check for temperature and ventilation conditions</li> </ul>
		CPI-COM-02-03	<p>List and describe the documentation items to check during instructional site preparation</p> <ul style="list-style-type: none"> <li>▪ Check for the availability of student handouts</li> <li>▪ Check for the availability of name tents</li> <li>▪ Check for the availability of the attendance sheet</li> </ul>

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CPI-COM-03	Establish and maintain instructor credibility	CPI-COM-03-01	Demonstrate instructor qualities that show proper personal conduct <ul style="list-style-type: none"> <li>▪ Proper Speech</li> <li>▪ Proper attire</li> <li>▪ Kindness</li> <li>▪ Attitude</li> <li>▪ Expertise</li> <li>▪ Fairness</li> </ul>
		CPI-COM-03-02	List and describe social practices that affect instructor credibility <ul style="list-style-type: none"> <li>▪ Hidden agendas</li> <li>▪ Manners</li> <li>▪ Humor</li> <li>▪ Discretion</li> </ul>
		CPI-COM-03-03	Explain the components of content expertise <ul style="list-style-type: none"> <li>▪ Instructor credentials</li> <li>▪ Fielding questions</li> <li>▪ Handling differences of opinion</li> </ul>
CPI-COM-04	Manage the learning environment	CPI-COM-04-01	Describe the methods used to control the pace of a course <ul style="list-style-type: none"> <li>▪ Setting expectations up front</li> <li>▪ Stating time limits</li> <li>▪ Use of exercise solutions</li> </ul>
		CPI-COM-04-02	Explain “dead time” and its uses during course presentation
		CPI-COM-04-03	Discuss the methods for controlling sidebar conversations, and when they are acceptable
		CPI-COM-04-04	Explain how to handle difficult students

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		CPI-COM-04-05	Describe how the learning speed of students impacts the pace of a course, and ways to work with a mix of slower and faster students
CPI-COM-05	Demonstrate effective communication skills	CPI-COM-05-01	Describe proper listening techniques
		CPI-COM-05-02	Explain how to use appropriate non-verbal communications
		CPI-COM-05-03	Discuss methods for handling situations where the instructor does not understand the intent of a student's comment or question
		CPI-COM-05-04	Describe the proper use of acronyms, jargon, and terminology in the classroom
CPI-COM-06	Demonstrate effective presentation skills	CPI-COM-06-01	Explain the importance of introductions, and methods for creating a rapport with students
		CPI-COM-06-02	List and describe the steps of an effective presentation <ul style="list-style-type: none"> <li>▪ Introduce</li> <li>▪ Describe</li> <li>▪ Demonstrate</li> <li>▪ Practice</li> <li>▪ Review</li> </ul>
		CPI-COM-06-03	Explain why the introduction of a topic is especially important for adult learners
		CPI-COM-06-04	Explain the elements of a proper demonstration
		CPI-COM-06-05	List instructor mannerisms that can detract from a presentation <ul style="list-style-type: none"> <li>▪ Habits</li> <li>▪ Chewing gum / drinking / eating</li> <li>▪ Use of laser pointers</li> </ul>

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		CPI-COM-06-06	Discuss the drawbacks of using PowerPoint presentations
		CPI-COM-06-07	Describe a “parking lot” and its usefulness in the classroom
		CPI-COM-06-08	List and describe the factors involved in speaking effectively <ul style="list-style-type: none"> <li>▪ Volume</li> <li>▪ Eye contact</li> <li>▪ Talking to the students, not the screen or whiteboard</li> <li>▪ Watching for non-verbal clues of understanding</li> </ul>
CPI-COM-07	Demonstrate effective questioning skills and techniques	CPI-COM-07-01	List and describe the use of the two types of questions <ul style="list-style-type: none"> <li>▪ Direct</li> <li>▪ Overhead</li> </ul>
		CPI-COM-07-02	Discuss the uses of questions in a presentation <ul style="list-style-type: none"> <li>▪ Determine level of understanding</li> <li>▪ Maintain learner involvement</li> </ul>
		CPI-COM-07-03	Explain the use of silence in questioning
CPI-COM-08	Respond appropriately to learners’ needs for clarification or feedback	CPI-COM-08-01	Explain the importance of feedback for students
		CPI-COM-08-02	Describe ways of encouraging students to seek clarification and feedback
		CPI-COM-08-03	Discuss the use of questioning techniques for providing clarification to students
		CPI-COM-08-04	List statements that provide feedback information for students
CPI-COM-09	Provide positive reinforcement and	CPI-COM-09-01	Explain the role of introductions in providing positive reinforcement

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	motivational incentives	CPI-COM-09-02	List and describe methods for providing positive reinforcement and motivation <ul style="list-style-type: none"> <li>▪ Relate the subject matter to what they do</li> <li>▪ Be liberal in giving congratulations. Be genuine, not fake</li> <li>▪ Be genuinely interested in the students' input</li> <li>▪ At the end of a lesson, congratulate the students on what they have learned</li> </ul>
CPI-COM-10	Use instructional methods appropriately	CPI-COM-10-01	List and describe the four adult learning styles <ul style="list-style-type: none"> <li>▪ Kinesthetic</li> <li>▪ Visual</li> <li>▪ Aural</li> <li>▪ Reading</li> </ul>
		CPI-COM-10-02	List and describe the four instructional methods usually used in training courses <ul style="list-style-type: none"> <li>▪ Lecture</li> <li>▪ Demonstration</li> <li>▪ Practice</li> <li>▪ Self-study</li> </ul>
		CPI-COM-10-03	Explain how a student's primary learning style can be determined in the classroom
		CPI-COM-10-04	Link the four adult learning styles to the instructional method that suits that style

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CPI-COM-11	Use media effectively	CPI-COM-11-01	List the types of media normally used in the classroom <ul style="list-style-type: none"> <li>▪ Software</li> <li>▪ Slide show</li> <li>▪ Whiteboard</li> <li>▪ Flip chart</li> <li>▪ Handout</li> </ul>
		CPI-COM-11-02	Describe the reasons multiple media types are necessary in the classroom
CPI-COM-12	Evaluate delivery of instruction	CPI-COM-12-01	List and describe methods for evaluating the delivery of instruction <ul style="list-style-type: none"> <li>▪ Mid-course critiques</li> <li>▪ Reviews</li> </ul>
		CPI-COM-12-02	List and describe environmental factors that can affect the effective delivery of instruction
CPI-ATT-01	Demonstrate Motivating Attributes in the classroom	CPI-ATT-01-01	List and describe the five attributes of a motivational instructor <ul style="list-style-type: none"> <li>▪ Expertise</li> <li>▪ Empathy</li> <li>▪ Enthusiasm</li> <li>▪ Clarity</li> <li>▪ Cultural Respect</li> </ul>
		CPI-ATT-01-02	Discuss the difference between instructor attributes and instructor skills
		CPI-ATT-01-03	Define motivation

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		CPI-ATT-01-04	List factors besides motivation that affect student learning
		CPI-ATT-01-05	List and describe the reasons why motivation is important in the classroom
		CPI-ATT-01-06	List the questions an instructor can ask to determine if they have a sufficient level of expertise
		CPI-ATT-01-07	Discuss the importance of preparation
		CPI-ATT-01-08	Discuss the importance of empathy and its relation to adult learning
		CPI-ATT-01-09	Describe enthusiasm and its importance in the classroom
		CPI-ATT-01-10	List and describe the methods for maintaining clarity in a presentation <ul style="list-style-type: none"> <li>▪ Clear definitions and terms</li> <li>▪ Transitions</li> <li>▪ Graphics</li> <li>▪ Second descriptions</li> </ul>
		CPI-ATT-01-11	List and describe ways to add clarity to presentations where the first language of the learners is not the language used in the course <ul style="list-style-type: none"> <li>▪ Pairing</li> <li>▪ Wait time</li> <li>▪ Partnering</li> <li>▪ Notes</li> </ul>



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		CPI-ATT-01-12	Describe the importance of cultural respect in the classroom
		CPI-ATT-01-13	List cultural issues that can affect the effectiveness of a presentation <ul style="list-style-type: none"><li>▪ Humor</li><li>▪ Speech</li><li>▪ Mannerisms</li><li>▪ Actions</li></ul>