



2023 MEMBER TRAINING

CSA Group offers training sessions to CSA members to support the knowledge and skills necessary to actively participate in the standards development process.

Standards Development Foundations

New members or refresher

This orientation includes an overview of CSA Group and national and international standards systems. Three key areas are addressed including CSA committee structure, member roles and responsibilities and the standards development process with a focus on content development, public review, balloting or voting and quality reviews. Key Resources are also highlighted such as CSA Directives and CSA Communities, in particular our Members Only Area (MOA), in terms of their effective support of standards development activities.

Fondements de l'élaboration des normes

Formation en ligne, auto-dirigée uniquement

Cette orientation comprend un aperçu du Groupe CSA et des systèmes de normes nationaux et internationaux. Trois domaines clés sont abordés, notamment la structure des comités du Groupe CSA, les rôles et les responsabilités des membres et le processus d'élaboration de normes axé sur le développement de contenu, la consultation publique, le vote et le contrôle de la qualité. Des ressources clés sont également mises en évidence, telles que les directives CSA et les communautés CSA, notamment l'espace Web réservé aux membres lesquels constituent un soutien efficace aux activités d'élaboration de normes.

Chair and Vice-Chair - Roles & Responsibilities

Current and candidates

This session builds on the Foundations training which serves as an orientation or refresher of the overall standards development process. The roles and responsibilities of Chairs and Vice-Chairs are considered at each stage in the standards development process. This includes technical requirements and the challenges associated with committee management such as maintaining a balanced matrix where required and understanding consensus as a core principle in the development of quality standards. Public review and technical content approval activities will be covered in depth. Short tutorials on key communication skills such as constructive feedback and conflict management are also included.



Online & Facilitated

Standards Development Foundations
Chair & Vice Chair Roles and Responsibilities
Lecture oriented
Please see schedule on reverse



Online & Self-Study

Standards Development Foundations
Fondements de l'élaboration des normes
Self-directed learning
Available on demand

Training is complimentary / without charge for CSA members.

For more information

Please contact **Karyn Ferguson**, Manager, Member Education & Committee Services by email at karyn.ferguson@csagroup.org



2023 Schedule



Online & Facilitated

Course	Date	Time (ET)
Standards Development Foundations	January 18, 2023	1:00 pm – 3:00 pm ET
Chair and Vice Chair Roles & Responsibilities	January 25, 2023 (Part I) January 26, 2023 (Part II)	1:00 pm – 3:00 pm ET 1:00 pm – 3:00 pm ET
Standards Development Foundations	February 16, 2023	1:00 pm – 3:00 pm ET
Standards Development Foundations	March 9, 2023	1:00 pm – 3:00 pm ET
Chair and Vice Chair Roles & Responsibilities	April 4, 2023 (Part I) April 5, 2023 (Part II)	1:00 pm – 3:00 pm ET 1:00 pm – 3:00 pm ET
Standards Development Foundations	April 13, 2023	1:00 pm – 3:00 pm ET
Standards Development Foundations	May 9, 2023	1:00 pm – 3:00 pm ET
Chair and Vice Chair Roles & Responsibilities	May 17, 2023 (Part I) May 18, 2023 (Part II)	1:00 pm – 3:00 pm ET 1:00 pm – 3:00 pm ET
Standards Development Foundations	July 5, 2023	1:00 pm – 3:00 pm ET
Standards Development Foundations	August 24, 2023	1:00 pm – 3:00 pm ET
Standards Development Foundations	September 19, 2023	1:00 pm – 3:00 pm ET
Chair and Vice Chair Roles & Responsibilities	September 20, 2023 (Part I) September 21, 2023 (Part II)	1:00 pm – 3:00 pm ET 1:00 pm – 3:00 pm ET
Standards Development Foundations	October 19, 2023	1:00 pm – 3:00 pm ET
Standards Development Foundations	November 14, 2023	1:00 pm – 3:00 pm ET
Chair and Vice Chair Roles & Responsibilities	November 15, 2023 (Part I) November 16, 2023 (Part II)	1:00 pm – 3:00 pm ET 1:00 pm – 3:00 pm ET
Standards Development Foundations	December 12, 2023	1:00 pm – 3:00 pm ET



Online & Self-Study

Standards Development Foundations / <i>Fondements de l'élaboration des normes</i>
Training Time: 2 to 2 ½ hours
System Requirements:
<ul style="list-style-type: none"> • Minimum Hardware Requirements: Pentium II 450MHz or higher, 128 MB RAM -if using windows, XP or newer is recommended. • For web browser: Adobe Flash Player version 8 or better installed -Internet Explorer 7 and up (newer versions of Firefox, Google Chrome, Safari and Opera also supported) • All pop-up blockers either disabled or set to allow pop-ups from the website; cookies enabled.

To Register

- Go to [Member Training](#)
- See Available Courses and view specific course - CSA Member Training main page opens
- Select Login using your *CSA Communities* account

Please contact karyn.ferguson@csagroup.org if you have any questions.