



Cardinal Project Trainer Qualifications

Trainers should be individuals with:

- Credibility within the organization
- Experience with the legacy system being replaced by Cardinal (e.g. CARS)
- Experience working in the subject training area, and proficiency in the relevant work processes
- Instructional experience or willingness to be trained as an instructor
- Willingness to conduct training outside of their respective agency
- Strong communication skills - ability to provide directions or instructions in a clear, concise, accurate manner
- Good presentation, organization, planning and computer skills
- Ability to adapt to changing situations without being overwhelmed
- Willingness to perform as a subject matter expert when the implementation occurs, if needed
- Understanding and appreciation of the contribution that his/her efforts can make toward the successful implementation of Cardinal
- Ability to act as a steward of the Cardinal Project

My Notes: [Names of potential trainers / Logistics / Other considerations]
