

# Training for International Standardization

ASTM International is pleased to offer a series of free one-hour online training courses for our 100+ MoU partners. Our goal is to respond to the capacity building needs of our partners, strengthen their knowledge of the ASTM standardization process and share best practices for communication and stakeholder engagement, marketing and promotion of standards, simple ways to adopt and reference standards and others. This work demonstrates ASTM's commitment to the "development dimension" principle as defined by the World Trade Organization's Agreement on Technical Barriers to Trade.

For more details on an upcoming session and to register, please click on the appropriate link(s) below. All sessions are scheduled for Eastern Time zone.

## Training Sessions

- [Activating the ASTM MoU](#)
- [The U.S. Standards Systems and International Standards for Trade](#)
- [Marketing and Promotion of Standards](#)
- [Membership and Stakeholder Engagement](#)
- [Overview of COMPASS and Spec Builder](#)
- [Social Media – Best Practices for Engagement](#)
- [Proficiency Testing Program](#)
- [Simple Ways to Adopt and Reference ASTM Standards](#)
- [ASTM Standardization Process](#)
- [An Introduction to ASTM Standards Writing](#)
- [Public/Media Relations and Branding](#)
- [Introduction to Precision and Bias](#)
- [Online MoU Annual Report Training](#)
- [ASTM Academic Outreach Program](#)

# WebEx virtual training guide

In case you are using WebEx for the first time, here are three links that may be of help:

- WebEx will automatically setup Meeting Manager for Windows the first time you join a meeting. To save time, you can setup prior to the meeting by clicking this link: <https://help.webex.com/en-us/nti2f6w/Webex-Meetings-Join-a-Test-Meeting>
- Use this link to test and confirm your computer is capable of running Webex: <https://www.webex.com/test-meeting.html>

## Activating the ASTM International MoU

This training shows how to initiate and activate a Memorandum of Understanding between ASTM international and a National Standards Body.

Objectives:

- Overview ASTM International and its Global Cooperation department
- Describe ASTM International's commitment to World Trade Organization principles for standards development
- Overview ASTM International's MoU program, including benefits (such as training opportunities) and obligations
- Describe ways in which ASTM International standards are adopted or referenced
- Introduce ways of getting involved as a member in technical committees as well as resources for emerging professionals, students, and professors
- Outline ASTM International's licensing policy and digital rights' management
- Overview ASTM International products and services (including training, e-learning, proficiency testing, product certification, Compass, SpecBuilder, and more)

If you have any questions about Activating the ASTM Int'l MoU, please contact [Maria Jiverage](#). An upcoming training session will be scheduled shortly.

# The U.S. Standards System and International Standards for Trade

This training focuses on how ASTM International plays an influential role in the U.S. standards development system and contributes to international standards used globally.

Objectives:

- Describe ASTM International's role in society and as a global organization
- Review the U.S. standards system and ASTM International's role as Standard Development Organization
- Explain the U.S. government's role in the U.S. standards system
- Provide an overview on National Quality Infrastructure and its relationship with TBT and International trade
- Explain the role and the benefits/impact of standards in trade facilitation

If you have any questions about ASTM International in the U.S. Standards System, please contact [Maria Jiverage](#)

Click on the links below to sign up for an upcoming training session:

[Wednesday, March 29th, 7:30 am EST.](#)

[Wednesday, April 12th, 9:00 pm EST.](#)

.

## Marketing and Promotion of Standards

This training overviews ASTM International's marketing efforts for standards and other products and services. It also includes details of ASTM International's marketing tactics.

Objectives:

- Overview ASTM International's marketing strategy and tactics
- Help NSB's understand how to market their products and services efficiently

If you have any questions about Marketing and Promotion of Standards, please contact [Maria Jiverage](#)

Click on the link below to sign up for an upcoming training session.

[Tuesday, February 7th, 7:30 am EST.](#)

## Membership and Stakeholder Engagement

This training focuses on the types of ASTM International membership. It also discusses how to engage various stakeholders in technical committee work.

Objectives:

- Understand the benefits of joining ASTM International
- Outline the types of membership and benefits
- Share ASTM International's experience in targeted membership campaign
- Describe how to effectively engage stakeholders in the standards development process and the critical role of international cooperation with stakeholders
- Explain the benefits of improving the stakeholder involvement in standardization process
- Explain the process of establishing consensus and decision making particularly in committee meeting deliberations

If you have any questions about Membership and Stakeholder Engagement, please contact [Maria Jiverage](#)

Click on the links below to sign up for an upcoming training session.

[Wednesday, May 31st, 7:30 am EST](#)

[Wednesday, June 14th, 9:00 pm EST](#)

# Overview of COMPASS and Spec Builder

This training gives an overview of ASTM International's COMPASS content platform and SpecBuilder platform. COMPASS launched in 2015 as an enhanced content platform. In 2018, SpecBuilder launched as a collaboration platform for document development.

Objectives:

- Present the COMPASS platform and productivity tools
- Overview COMPASS and SpecBuilder additional features and their benefits

If you have any questions about Overview of COMPASS and Spec Builder, please contact [Maria Jiverage](#)

An upcoming training session will be scheduled shortly.

# Social Media – Best Practices for Engagement

This training program outlines how to apply best practices in social media to help meet organizations' objectives.

Objectives:

- Overview social media landscape as it applies to the standards community
- Compare major platforms including LinkedIn, Twitter, Facebook, and Instagram
- Teach participants about content
- Overview challenges to digital engagement

If you have any questions about Social Media – Best Practices for Engagement, please contact [Maria Jiverage](#)

An upcoming training session will be scheduled shortly.

# Proficiency Testing Program Training

This training provides an overview of the ASTM International Proficiency Testing Program.

Objectives:

- Overview the programming of PTP cycles, product sample volumes, international shipping, and payment logistics and the advantage of participating in PTP cycles
- Present the ASTM International data portal and statistical reports
- Teach how ASTM International adds new test methods to existing programs and the process followed to create new programs

If you have any questions about Proficiency Testing Program, please contact [Maria Jiverage](#)

Click on the links below to sign up for an upcoming training session.

[Wednesday, April 26th, 7:30 am EST.](#)

[Wednesday, May 17th, 9:00 pm EST.](#)

# Simple Ways to Adopt and Reference ASTM Standards

This training program is an overview of the 6 ways to adopt and reference ASTM International standards.

Objectives:

- Describe the ways ASTM International standards are used
- Discuss the benefits of adopting and referencing ASTM International standards
- Explain the additional uses of ASTM International standards for MoU partners

If you have any questions about Simple Ways to Adopt and Reference ASTM Standards, please contact [Maria Jiverage](#)

An upcoming training session will be scheduled shortly.

## ASTM International Standardization Process

This training outlines the steps in the standardization process, including writing, revising, and balloting standards as well as approval and publication. The program also includes a brief overview of ASTM International's electronic tools for standards development.

Objectives:

- Explain the ASTM International standards development process
- Give a brief review of work item registration and the three stages of balloting
- Present ASTM International electronic standard development tools and the benefits of these tools post-COVID
- Explain techniques to accelerate standards development

If you have any questions about ASTM International Standardization Process, please contact [Maria Jiverage](#)

Click on the links below to sign up for an upcoming training session.

[Wednesday, March 1st, 7:30 am EST](#)

[Wednesday, March 15th, 9:00 pm EST](#)

# An Introduction to ASTM Standards Writing

This training focuses on how ASTM International standards are written, highlighting the key components that make standards a valuable and necessary tool for product quality and global trade. It highlights ASTM International's role in developing specifications, test methods, and other standards. It also provides tips and techniques of standards writing in a participatory atmosphere.

Objectives:

- Explain the six types of ASTM International standards and their major components
- Demonstrate proper writing techniques for technical standards
- Discuss legal aspects of technical standards

If you have any questions about ASTM Standards Writing, please contact [Maria Jiverage](#)

An upcoming training session will be scheduled shortly.

## Public/Media Relations and Branding

This training is an introduction to ASTM International's communication and branding efforts.

Objectives:

- Describe how ASTM International engages with mainstream and industry media
- Discuss content development strategies for print/digital magazines (e.g., Standardization News)
- Give an overview of digital engagement tools (e.g., social media, video, e-newsletters)
- Show how ASTM develops promotional materials



If you have any questions about Public/Media Relations and Branding, please contact [Maria Jiverage](#)

An upcoming training session will be scheduled shortly.

## Introduction to Precision and Bias

This training introduces the key concepts and benefits to having a Precision and Bias statement in a test method. The training is particularly helpful to those with responsibilities in the laboratory, including quality assurance and quality control specialists and managers.

Objectives:

- Help test method users assess how useful the test method would be for proposed applications known as precision
- Identify the difference between the mean of a large number of test results and an accepted reference value known as bias
- Understand the difference between repeatability and reproducibility
- Understand how to plan an Interlaboratory Study (ILS)

If you have any questions about Introduction to Precision and Bias Training, please contact [Maria Jiverage](#)

An upcoming training session will be scheduled shortly.

## Online MoU Annual Report

This program will review the online MoU Annual Report system used to log and report all ASTM International standards-related activities as required in the MoU agreement.

Objectives:

- Examine the MoU Annual Report reminder email

- Review the online reporting system
- Demonstrate how to log standards information into the report
- Teach participants how to successfully submit the annual report

If you have any questions about Online MoU Annual Report Training, please contact [Maria Jiverage](#)

An upcoming training session will be scheduled shortly.

## ASTM Academic Outreach Program

This training course focuses on how ASTM International creates awareness about standards for students and provides tools for professors to incorporate standards education into their curriculum.

Objectives:

- Explain the role of ASTM Academic Outreach Program and its success to date.
- Discuss ways that National Standards Bodies can educate students on importance of standards and engage professors and academia in the use of ASTM standards in their teaching curriculum.
- Discuss how ASTM promotes standards education to professors & librarians and provides the tools to create a real-world teaching curriculum using ASTM standards.
- Explain the benefits of ASTM student membership including Project Grants, Graduate Scholarships, etc.

If you have any questions about ASTM Academic Outreach Program, please contact [Maria Jiverage](#)

An upcoming training session will be scheduled shortly.