
Ames Laboratory
Office Office of Assurance and Assessment
Title Training Module Development
Page 1 of 5

Procedure 10200.002
Revision 0
Effective Date 12/7/93
Review Date 12/7/94

Training Module Development

This procedure shall be used for the preparation and development of Institutional Special Employee Training (SET) Modules at the Ames Laboratory.

Comments and questions regarding this procedure should be directed to the contact person listed below:

Name: Kate E. Sordelet
Continuous Improvement Officer
Address: 111 Metals Development
Phone: 294-1376

Sign-off Record:

Reviewed by: _____ **Date:** _____
Office of Assurance and Assessment

Approved by: _____ **Date:** _____
Laboratory Director

1.0 Revision/Review Log

This document will be reviewed once every year as a minimum.

<u>Revision Number</u>	<u>Effective Date</u>	<u>Contact Person</u>	<u>Pages Affected</u>	<u>Description of Revision</u>
0	12/7/93	K. Sordelet	All	Initial Issue

2.0 Purpose and Scope

This procedure shall be used to aid in the development and review of all Institutional - SET Modules at the Ames Laboratory. Training modules will be developed by proceeding through the following six stages: 1) Initiation Sheet; 2) Verification/Assignment of Module Number; 3) Lesson Plan/Syllabus; 4) Training Review - Lesson Plan; 5) Training Review - Performance (optional) 6) Training Coordinator's Review. Each stage's completion date will be recorded on the Training Module Development Schedule to assure proper completion.

3.0 Prerequisite Actions and Requirements

3.1 Definitions:

Subject Matter Expert (SME) - A person with extensive knowledge in a particular area or activity.

Training Module Development Template - A template form that is used by SMEs to document all Institutional Special Employee Training at the Ames Laboratory.

Master Training Module Template - A template form completed by OAA which serves as an official training module lesson plan once printed and authorized by OAA.

Training Module Development Schedule - A schedule which indicates the completion dates for each stage in the development of a module.

3.2 Training Development and Coordination

The development of all training modules content shall be the responsibility of the Subject Matter Expert (SME). The SME coordinates with the Office of Assurance and Assessment (OAA), researches necessary information, and documents the completion of the training module lesson plan. Training modules shall receive a review from an appointed group or specialist. If the SME is not the module's instructor then the instructor's comments will also be solicited.

Ames Laboratory	Procedure	10200.002
Office Office of Assurance and Assessment	Revision	0
Title Training Module Development	Effective Date	12/7/93
Page 3 of 5	Review Date	12/7/94

4.0 Performance

<u>Responsibility</u>	<u>Action</u>
OAA or Lab Employee	1. Identifies a training need and or requirement, e.g. DOE Orders, Legislative Requirement, Good Management Practice, Needs Assessment Program, and Assessment Findings.
OAA	2. Assigns appropriate SME to study the identified training deficiency and coordinates appropriate training response.
	3. Provides SME with the procedure for Training Module Development (Procedure 10200.002) and the Training Module Development Template (Form 10200.019).
SME	4. Begins research on the identified module topic and completes Initiation Sheet (located in the Training Module Development Template) and forwards a copy to OAA.
OAA	5. Inputs SME's Initiation Sheet information into an OAA "Master Training Module Template" and enters completion date under Stage 1 on the Training Module Development Schedule.
	6. Verifies necessity of training module and issues a Training Module Number. Enters completion date under Stage 2 on the Training Module Development Schedule.
SME	7. Completes and documents lesson plan and syllabus, e.g. module outline, instructor script, and associated support material, on the Training Module Development Template. Brings module information on disc to OAA.
OAA	9. Copies disc information (Lesson Plan/Syllabus) onto OAA's Master Training Module Template. Enters completion date under Stage 3 on the Training Module Development Schedule.
	10. Appoints appropriate training review group or specialist(s) from various established committees or Program/ Departments, e.g. Safety Review Committee (SRC) Member(s), Continuous Quality Improvement Committee (CQIC) Member(s), Environment, Safety and, Health Group member(s), Engineering Services Group member(s), etc.

Ames Laboratory	Procedure	10200.002
Office Office of Assurance and Assessment	Revision	0
Title Training Module Development	Effective Date	12/7/93
Page 4 of 5	Review Date	12/7/94

<u>Responsibility</u>	<u>Action</u>
Training Reviewer(s)	11. Reviews the training module lesson plan (hardcopy) for appropriate content and assures that the content meets the drivers requirements and or the course objectives.
Chairperson/Specialist	12. Summarizes the "Groups" comments (if applicable) and completes a written Training Review (Lesson Plan), suggesting appropriate changes on the module's content and returns to OAA.
OAA	13. Reviews Training Review (Lesson Plan) and delivers comments to SME. Enters completion date under Stage 4 on the Training Module Development Schedule.
SME	14. Edits training module lesson plan as appropriate and delivers lesson plan to instructor (if other than the SME).
Instructor	15. Prepares presentation for Training Reviewers (if necessary), otherwise, proceed to step 19.
Training Reviewer(s)	16. Reviews instructors presentation of training module and comments on instructors presentation skills (if necessary).
Chairperson/Specialist	17. Summarizes the "Groups" comments (if applicable) and completes a written Training Review (Performance), suggesting appropriate changes on the instructor's presentation techniques and returns to OAA.
OAA	18. Reviews Training Review (Performance) and delivers comments to Instructor. Enters completion date under Stage 5 on the Training Module Development Schedule.
	19. Incorporates Training Review(s) into the Master Training Module Template.
	20. Performs final check on all documentation and signs the Training Coordinator Review, certifying the completion of the training module and enters completion date under Stage 6 on the Training Module Development Schedule.
OAA	21. Prints out hardcopy of the Master Training Module Template and secures documentation into an official training folder.

Ames Laboratory		Procedure	10200.002
Office	Office of Assurance and Assessment	Revision	0
Title	Training Module Development	Effective Date	12/7/93
Page	5 of 5	Review Date	12/7/94

22. Coordinates training dates, times, and location with instructor and notifies intended audience.
23. Distributes "Sign-up Reminder Notices" to participants two days prior to a scheduled training event.

6.0 Post Performance Activity

The Office of Assurance and Assessment (OAA) shall coordinate the annual review of all Institutional - SET Modules. A reminder notice shall be sent to all SMEs indicating that a training review is required. Furthermore, OAA has the discretion to require that critical training modules also proceed through a group or specialist review process.

The Continuous Improvement Officer shall also conduct performance observations on the documentation of Institutional - SET Modules on a periodic basis.

7.0 Additional Information

Attachment

- A. Training Module Development Template