

**TRAINING COURSE INITIATION FORM**

*For new courses, please fill out this form completely and send to the Training Coordinator. Once the Training Coordinator has reviewed the materials, a collaborative review session will be scheduled to clarify content and/or make changes as necessary. For course revisions, make any desired changes to the form and/or course materials and archive the old versions before notifying the Training Coordinator. The collaborative review session will only be scheduled if necessary.*

**Date:** \_\_\_\_\_ **Course #:** AL- \_\_\_\_\_ **Rev#:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Course Type:** \_\_\_\_\_

**Subject Matter Expert (SME):** \_\_\_\_\_

**Instructor (if different from SME):** \_\_\_\_\_

**Course Length:** \_\_\_\_\_ **Retrain Requirement:** \_\_\_\_\_ **Frequency of Course Offering:** \_\_\_\_\_

**Regulatory or Policy Requirement(s) for Mandatory Courses:**

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**Training Prerequisite(s):**

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**Training Priority:**     Mandatory                       Suggested                       Elective

NOTE: If training priority is different for different audience groups, please specify in the Training Triggers section on page 2.

**Participants Will Learn (please provide key points and highlights of the course):**

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**Briefly explain the method(s) by which SME will disseminate regulatory and other updates to target audience in between training sessions and manual releases:**

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**Course**

**Format:**     Classroom     Online     One-on-one     Training Mailer     Other \_\_\_\_\_  
 NOTE: You may select more than one format. If so, please explain in the section below.

**Please describe how the training will be presented and list any handouts, assessment tools or other materials to be included. If initial training will differ from retraining, please explain:**

## TRAINING TRIGGERS

Ames Laboratory training courses can be triggered in three ways. Please mark the appropriate trigger mechanism(s) below and detail the specific trigger.

**Cyber Train Triggers:** *Please describe the target audience for this training. The Training Coordinator will work with you to determine the best Cyber Train triggers. For each group you list, please specify whether the training is mandatory, suggested or elective. **NOTE: This is the preferred trigger mechanism.***

### Question Trigger:

*Provide a brief question yes/no question that will accurately trigger this course when incorporated into the TNQ.*

**NOTE: Only use this mechanism if it is impractical to use Cyber Train's triggers.**