INSTITUTIONAL TRAINING DEVELOPMENT

Comments and questions regarding this section may be directed to the person listed below:

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NOTE: This Section's Sign-off Record is maintained in the Training & Records Management Office, 151 TASF.

SIGN-OFF RECORD:

Approved by: _____ Date: _____
Tom E. Wessels, Manager, ESH&A

Approved by: _____ Date: _____
Mark L. Murphy, Chief Operations Officer

Approved by: _____ Date: _____
Debra L. Covey, Associate Laboratory Director for Sponsored Research Administration

Approved by: _____ Date: _____
Duane D. Johnson, Chief Research Officer

Approved by: _____ Date: _____
Bruce N. Harmon, Deputy Director

Approved by: _____ Date: _____
Alexander H. King, Laboratory Director

Note: Original Sign-off Record with signatures is on file with ESH&A.

1.0 REVISION/REVIEW LOG

This document will be reviewed once every three years as a minimum.

Revision Number	Effective Date	Contact Person	Pages Affected	Revision Description
0	12/7/93	K. Sordelet	All	Initial Issue
1	2/23/95	T. Wessels	All	
2	12/1/09	A. Tehan	All	G:/Document Control/Revision Descriptions/Procedure 10200.002 Institutional SET Course Development
3	7/1/11	Amy Tehan	All	G:/ESHA/Document Control/Revision Descriptions/Procedure 10200.002 revdesc.doc

2.0 PURPOSE AND SCOPE

This procedure shall be used to aid in the development and review of all institutional training courses at the Ames Laboratory. This procedure does not cover job (activity) specific training.

3.0 PREREQUISITE ACTIONS AND REQUIREMENTS

3.1. Training Development and Coordination

The development of all training courses' content shall be the responsibility of the subject matter expert (SME). The SME coordinates with the Training Coordinator, researches necessary information, and completes of the training lesson plan. Training courses shall be reviewed by an appointed group or specialist. If the SME is not the course's instructor, the instructor's comments will also be solicited.

4.0 PERFORMANCE

Training courses will be developed using the Training Course Initiation Form, and will be reviewed by selected Laboratory staff before being provided to employees.

Responsible Party	*Action*
Training Coordinator, SME, or Lab Employee	1. Identifies a training need and/or requirement; e.g. DOE Orders, legislative requirement, good management practice, Needs Assessment Program, or assessment findings.
Training Coordinator	2. Provides SME with this procedure and the Training Course Initiation Form.
SME	3. Begins research on the identified course topic and completes Training Course Initiation Form.

Training Coordinator	4. Documents each stage of development on the Course Development Record. 5. Assigns course number. 6. Assigns document numbers for all course materials. 7. Selects appropriate staff to review the training from various program(s)/ department(s). 8. Reviews the Training Course Initiation Form for appropriate content.
Review Staff	9. Provide comments on course content and format(if applicable) to the Training Coordinator and SME.
SME	10. Revises Training Course Initiation Form and course materials as appropriate.
Training Coordinator	11. Evaluates course materials and makes necessary changes to formatting and/or script. 12. Notifies SME that the course has been approved for use. 13. Enters course information on Cyber Train. 14. Prepares course delivery, coordinates training dates, times, and location with instructor and notifies intended audience.

6.0 Post Performance Activity

Courses will be reviewed every three years at a minimum, or as required by changes in regulations, policies or procedures. Each review will be documented on the Course Development Record. The Training Coordinator will give notification to the SME when a training review is required. Some critical training courses may also proceed through a group or specialist review process. The Training Coordinator should be notified of revisions to course materials so that files can be updated as necessary.

7.0 Additional Information

Course materials, including handouts and assessments, must be tracked through the Document Control Program.

7.1. Attachments

Course Development & Review Record (Form 10200.201).

Training Course Initiation Form (Form 10200.060)