

Contact Person	Amy Tehan	Revision	0
Document	Procedure 48202.003	Effective Date	08/15/2012
		Review Date	08/15/2015

INSTITUTIONAL TRAINING COURSE DEVELOPMENT

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.

1.0 APPROVAL RECORD

- Reviewed by: Amy Tehan, Document Control Coordinator
- Approved by: Diane Muncrief, Human Resources Manager
- Approved by: Mark Murphy, Chief Operations Officer

The official approval record for this document is maintained in the Training & Records Management Office, 151 TASF.

2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

4.0 Performance

Training courses will be developed using the Training Course Initiation Form (Form 48202.007), and will be reviewed by selected Laboratory staff before being provided to employees.

Responsible Party	Action
<i>Training Coordinator or subject matter expert (SME)</i>	1. Identifies a training need and/or requirement; e.g. DOE Orders, legislative requirement, good management practice, or assessment findings.
<i>Training Coordinator</i>	2. Provides SME with this procedure and the Training Course Initiation Form.
<i>SME</i>	3. Develops course materials and completes Training Course Initiation Form.
<i>Training Coordinator</i>	4. Assigns course number and document numbers for all course materials as needed.
	5. Selects appropriate staff to review the training from various program(s)/ department(s).
	6. Reviews the Training Course Initiation Form for appropriate content.
<i>Review Staff</i>	7. Provide comments on course content and format (if applicable) to the Training Coordinator and SME.
<i>SME</i>	8. Revises Training Course Initiation Form and course materials as appropriate.
<i>Training Coordinator</i>	9. Evaluates course materials and makes necessary changes.
	10. Notifies SME that the course has been approved for use.
	11. Enters course information on Cyber Train.
	12. Prepares course delivery, coordinates training dates, times, and location with instructor and notifies intended audience.

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5.0 POST PERFORMANCE ACTIVITY

Courses will be reviewed every three years at a minimum, or as required by changes in regulations, policies or procedures. 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.

6.0 REFERENCES

- [Training Course Initiation Form](#) (Form 48202.007)