

Contact Person	Hiliary Burns	Revision	0
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INSTITUTIONAL TRAINING COURSE DEVELOPMENT

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

1.0 APPROVAL RECORD

- Reviewed by: Document Control Coordinator (Hiliary Burns)
- Approved by: Manager, Environment, Health, Safety & Assurance (Sean Whalen)
- Approved by: Deputy Director (Tom Lograsso)

The official approval record for this document is maintained in the Training & Documents Management Office, 105 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 (online and classroom) will be developed using the [Training Course Initiation Form](#) and will be reviewed every two years to ensure relevancy and clarity of course content. Review in a classroom format is important for online courses as it provides the Subject Matter Expert (SME) the opportunity to receive feedback on visual content provided on the slides as well as feedback on the proposed narration.

Responsible Party	Action
<i>Training Office 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 Office</i>	2. Provides SME with this procedure and the Training Course Initiation Form.
<i>SME</i>	3. Provides SME with information and resources on adult learning, course development and course execution relevant to their training topic.
<i>Training Office</i>	4. Reviews resources provided by the Training Office, develops course materials and completes Training Course Initiation Form.
<i>SME</i>	5. Assigns course number and document numbers for all course materials as needed.
<i>Training Office</i>	6. Reviews the Training Course Initiation Form for appropriate content.
<i>SME</i>	7. Provide detailed comments on course content and format.
<i>Training Office</i>	8. Revises Training Course Initiation Form and course materials as appropriate based on feedback provided by the Training Office.
<i>SME</i>	9. Notifies SME that the course has been approved for use.
<i>Training Office</i>	10. Enters course information into the learning management system.
<i>SME</i>	11. Prepares course delivery, coordinates training dates, times, and location with instructor and notifies intended audience.

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5.0 POST PERFORMANCE ACTIVITY

Review of Ames Laboratory training courses is a vital component of quality assurance and necessary to ensure compliance with changes in regulations, policies or procedures. As such, all trainings will be reviewed per the standards established in the [Institutional Training Course Review Procedure](#).