

NONRESIDENT TRAINING PROPOSAL FORM

Section I:

Justification

New Initiative?: Initial Skills Training?: Target Population:

Triennial Review?: Refresher Training?: *

** If refresher training, state frequency of training and justification for same.*

Briefly describe training need behind this effort.
(Note: If mandated by law or regulation, cite same.)

Briefly describe skill(s) and/or knowledge deficiencies of the target population.

Briefly describe the validation process used to substantiate that a skill(s) and/or knowledge deficiency exists.

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Section I (con't):

Justification

Briefly describe the desired performance(s) that will result from this training.

Briefly describe the consequences of not conducting this training.

Section II:

Resources

Briefly describe the offsets in terms of training time. (i.e., *What savings do you foresee?*)

Estimate the costs to provide this training.

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Section III: Implementation and Evaluation

Briefly state the method of delivery (*lecture, hands-on, all hands, video, etc.*) and the basis for this selection.

Briefly describe what training materials (*videos, handouts, booklets, etc.*) you are providing with this training.

Is this material already presented in a resident course?
If yes, which one?

Briefly state if this training can be linked/
incorporated with other training, and if so, which?

Briefly state who will perform the training, how much time will be required
to train the trainer and how much time will be required to teach the learner.

- Who will perform:
- Time to train trainer.
- Time to train learner.

Briefly describe how you plan to evaluate the
effectiveness of this training.