TRAINING GUIDE DISCUSSION SUMMARY

1. How will you use it?
2. What is the most useful structure?
3. How do we manage overlaps?

How will the Guide be used?

1. Check what courses may be available for experienced staff.
2. Use to consult with supervisors about what is needed.
3. Try to put right people in right training.
4. Help put together annual training plans for new people and for annual reviews of advanced.
5. Help MARAMA plan schedule.
6. ID vendors
7. Help learn about S1 courses.
8. Update state training plans.
9. Fill gap – lost Rutgers levels.
10. Good tool to populate state training plans.
11. A reference or master list.

Structure

1. Don't store data in more than one place.
2. Create a matrix.
3. Make it task- based, not "who" but "what".
4. Put categories and explanations on one page before the matrix.
5. Start with list in national training strategy.
6. Be consistent
7. Have an index - Course list; Where it is found – Course descriptions

Managing Overlaps

1. Categories
2. Course catalog
3. Matrix of categories and courses
4. This is (a) what you should know and (b) to what level (Knowledge and proficiency).

Name	LEVEL	Compliance	SIP	
APTI 452	1			
CARB 100	1			
CARB 200	2			
CARB 300	3			