| **Task** | **Deliverable/Key Milestone(s)** | **DOE Liaison** | **Sunset Target** |
| --- | --- | --- | --- |
| **Course Efficiency Subgroup** |
| Provide training subject matter expertise and endorsement in development of standardized DOE course materials | 1. Identify 3 courses for development
2. Work with sites, other EFCOG groups and NTC in course development
3. White paper on worker involvement model with recommendations
 | Karen Boardman | 6 months for each course |
| Develop shared course delivery capability  | Process and capability to share instructor and/or space resources across multiple DOE sites | Evan Dunne | 12-31-2020 |
| **Process Efficiency Subgroup** |
| Collaborate with DOE on review and implementation of DOE Order 426.2A revision | Consolidated feedback and recommendations from contractors across the DOE Complex | Brendan Burns | 8-31-2020 |
| Collaborate with DOE on the revision of training standards and guides | 1. DOE Handbook 1078-94, “A Systematic Approach to Training”
2. DOE Handbook 1074-95, “Alternative Systematic Approaches to Training.”
3. DOE Handbook 1001-96, “Guide To Good Practices For Training and Qualification of Instructors.”
4. DOE STD-1070-94, “Guidelines for Evaluation of Nuclear Facility Training Programs”
 | Brendan Burns | 6-9 months for each document |
| **Training Collaboration Subgroup** |
| Develop tool/resource collaboration process  | 1. Develop and distribute a survey to determine the level of awareness among the EFCOG member sites’ training staff
2. Identify and develop an effective method for sharing training information across the EFCOG TWG members.
3. Provide a strategic approach to communicate and market the TWG activities and successes across the sites
4. Identify current best in practice resources and tools
 | Evan Dunne | 12-31-20 |
| Conduct Training Working Group annual workshop | Provide high value in-person community of practice for sharing of best practices and development of training capabilities. | Karen Boardman | 12-15-20 |