| **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 3-5 courses for development
2. Work with sites, other EFCOG groups and NTC in course development
3. Complete and maintain Reciprocity Certification per DOE P 364.1 through NTC
 | 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 | 12-31-2021 |
| **Process Efficiency Subgroup** |
| Collaborate with DOE on implementation of DOE Order 426.2A revision | Consolidated implementation feedback and recommendations from contractors across the DOE Complex | Brendan Burns | 8-31-2021 |
| Collaborate with DOE on the revision of training standards and guides | 1. DOE STD-1070-94, “Guidelines for Evaluation of Nuclear Facility Training Programs”
2. DOE Handbook 1078-94, “A Systematic Approach to Training”
3. DOE Handbook 1074-95, “Alternative Systematic Approaches to Training.”
 | Brendan Burns | 6-9 months for each document |
| **Training Collaboration Subgroup** |
| Develop tool/resource collaboration process  | 1. Identify and develop an effective method for sharing training information across the EFCOG TWG members
2. Provide a strategic approach to communicate and market the TWG activities and successes across the sites
3. Identify current best in practice resources and tools
 | Evan Dunne | 12-31-21 |
| Conduct Virtual Training Working Group annual workshop | Provide high value Virtual, community of practice for sharing of best practices and development of training capabilities. | Karen Boardman | 12-15-20 |