

**ADDENDUM A  
COORDINATOR CHECKLIST AND PLANNING SHEET**



## TABLE-TOP TRAINING DESIGN PLANNING SHEET

### BACKGROUND INFORMATION

1. For which job position/program will the training program content be determined during the 3½-day process?	2. How many job incumbents are currently employed in this job position/program?		
3. What process(es) was used to develop the valid task list for this job position? (Circle all that apply) Table-Top    Survey/Questionnaire    Observation    Procedural Review    Other (please explain)			
4. With whom must you seek approval to organize and conduct the design process?			
	<b>Name(s)</b>	<b>Phone</b>	<b>Date Approved</b>
Your management			
Training management			
Line management who must release expert workers			
Safety organization management			
Other			

### AVAILABLE JOB INFORMATION

5. Send the existing valid list of tasks selected for training for this job position	Date Sent to Facilitator:
6. Send a list of the DOE Orders or other regulatory requirements for developing training for this job position	Date Sent to Facilitator:
7. Send a representative sample of procedures and other documents that describe the tasks performed in the job position	Date Sent to Facilitator:

## TABLE-TOP TRAINING DESIGN PLANNING SHEET

### TTTD DATA

Dates of TTTD:		Meeting Room:		
Names of Attendees	Phone	Date of Initial Contact	Date Sent Confirmation Letter	Date Sent Thank-You Letter
Facilitator:				
Facilitator:				
SME:				
Supervisor:				
Safety Analyst:				
Trainer:				
Procedure Writer:				
Procedure Writer:				
Observer:				
Observer:				
Observer:				
Other Notes:				

## COORDINATOR CHECKLIST

<b>60-90 Days Prior to Seminar</b>		
<b>Compl. Date</b>	<b>Step to Perform</b>	<b>Notes/Comments</b>
	1. Make sure you understand intent of TTTD	
	2. Secure management approval	
	3. Select team members according to required qualifications	
	4. Establish dates for the 3½-day process and follow-on effort	
	5. Select facilitators (unless facilitators are from TCAP)	
	6. Gather information for review by facilitator <ul style="list-style-type: none"> <li>- completed planning sheet</li> <li>- title of job position</li> <li>- brief job description (job posting)</li> <li>- valid list of tasks selected for training</li> <li>- description of training and evaluations taking place in existing training program for this position</li> <li>- procedures representative of the tasks involved in the job</li> <li>- a list of regulatory documents (Orders, guides, etc.) that relate to the job</li> </ul>	

Other Notes:

## COORDINATOR CHECKLIST

<b>30-60 Days Prior to TTTD</b>		
<b>Compl. Date</b>	<b>Step to Perform</b>	<b>Notes/Comments</b>
	1. Contact all prospective team members and observers by phone (or, if possible, in person) to explain the purpose of the process, their role, the dates, and attendance requirements	
	2. Select and schedule a meeting room in accordance with room requirements	

<b>20-30 Days Prior to TTTD</b>		
<b>Compl. Date</b>	<b>Step to Perform</b>	<b>Notes/Comments</b>
	1. Send information for review by facilitator (refer to Step 6, 60-90 Days Prior, for a list of information to send).	
	2. Confirm arrangements with all participants by letter, including meeting time and location. Send copies of these letters to the appropriate supervisors or managers.	

Other Notes:

## COORDINATOR CHECKLIST

<b>5-10 Days Prior to TTTD</b>		
<b>Compl. Date</b>	<b>Step to Perform</b>	<b>Notes/Comments</b>
	1. Call each participant to confirm their involvement and answer remaining questions	
	2. Gather supplies	
	3. Confirm details with facilitator <ul style="list-style-type: none"> <li>- how early room will be open</li> <li>- how to get to meeting room</li> <li>- security requirements</li> </ul>	

<b>Day Before TTTD</b>		
<b>Compl. Date</b>	<b>Step to Perform</b>	<b>Notes/Comments</b>
	1. Make a final check of the room, supplies, equipment, refreshments, and all other arrangements. Put in the meeting room all procedure manuals, 3-5 copies of the valid list of tasks selected for training and other documents related to the job, such as PRA results, Technical Safety Requirements, Safety Analysis Reports, manufacturer's documents, etc.	

Other Notes:

## COORDINATOR CHECKLIST

<b>Day of TTTD</b>		
<b>Compl. Date</b>	<b>Step to Perform</b>	<b>Notes/Comments</b>
	1. Attend entire process	

<b>After Seminar</b>		
<b>Compl. Date</b>	<b>Step to Perform</b>	<b>Notes/Comments</b>
	1. Obtain documentation from facilitator	
	2. Complete any training design steps not finished during process	
	3. Send thank-you letters to all participants, including facilitators	

Other Notes: