

Welcome to the _____ team! I look forward to working with you.

We'll soon meet to begin planning and designing this training program. As we do, we'll use the new FSA University training design and development process. This methodology provides a flexible approach for creating training courses that are relevant, interactive, engaging, polished, and supported. Through this, we'll build new capabilities for our organization and create a different relationship with our operating partners by working together side by side.

The process consists of five major phases. They are:

Plan:	Identify training needs and create high-level plans for the project
Design:	Prepare for the development and testing of training materials
Build:	Produce, review, and test training materials
Deliver:	Conduct training
Assess:	Determine if the course is effective and efficient

In our first session, we'll focus on the Plan phase. Attached is an overview of this phase that describes its major steps and deliverables. Please review this document before we meet. During our gathering, we'll review this phase in greater depth and begin to complete its corresponding work.

Logistical information regarding our session is also attached.

Thank you for your involvement on this team and the contribution you bring to our work. If you have any questions, please contact me.