



FEDERAL
STUDENT AID

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FSA University Training Development Process Deployment Strategy

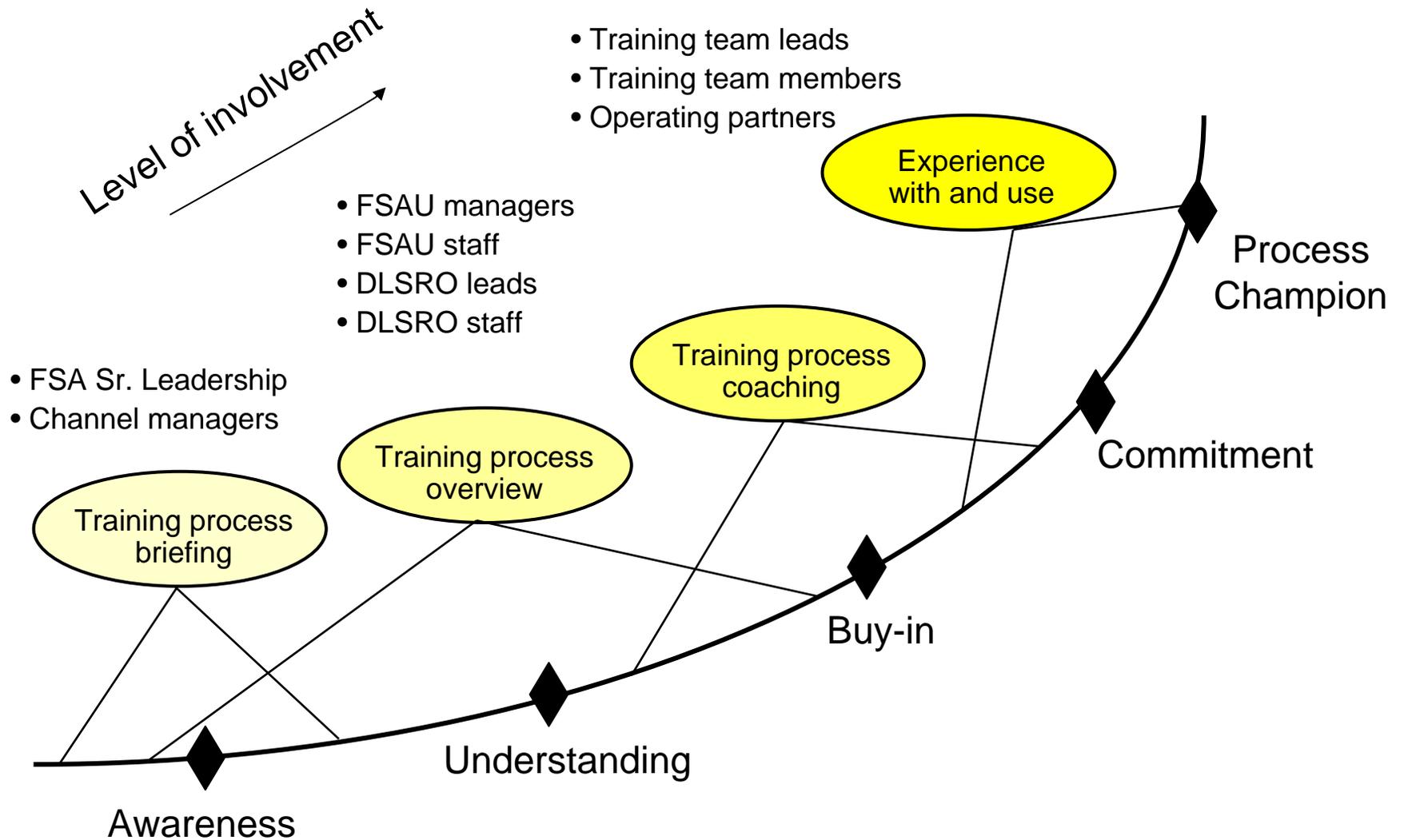
April 12, 2002

The training development process deployment strategy includes the following components:

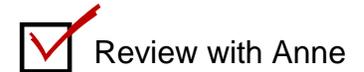
- Training development process deployment illustration
- Marketing strategy Review with Anne
 - Review(s) with sponsors and advisors
 - Briefing/overview to stakeholder groups
- Short term planning Review with Anne
 - Team support
 - Necessary next steps
- Long term planning
 - Recommendations
 - Future considerations

Training Development Process Deployment

The deployment approach enables different levels of awareness, understanding, and buy-in to the process, based on the needs of the individual or group.



Marketing Strategy



- Create process briefings / overviews**
 - Develop deployment communication plan
 - Create training process briefing document
 - Refine training process overview document
 - Prepare process overview training (coaching) for team leads
 - Support use of the process

- Consult Anne regarding deployment approach**
 - Review marketing strategy, particularly Anne's role
 - Discuss short term planning, particularly role of Training Development Process team

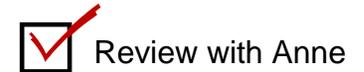
- Conduct final review of materials with sponsors and advisors**
 - Collect feedback from Anne, Howard, Jeff
 - Inquire about sponsor/advisor communication needs for updates

- Present process briefing to stakeholder groups:**
 - FSA senior leadership
 - Channel managers

- Present process overview to stakeholder groups:**
 - FSAU managers
 - FSAU staff
 - DLSRO leads and staff (road show)
 - Operating partners

- Present Training Request Form to potential training sponsors**
 - Explain role of Training Request Form and expectation for use

Short Term Planning



Team Support

- Determine who will support the Delivery Systems (Winter training) team
- Determine who will support future teams
 - Leaders teaching leaders: Former project leads that have utilized the process
 - Individuals who have experienced the process

Necessary Next Steps

- Identify approximate timeframes for each phase
 - Include estimate/calculation in briefing/overview documents
- Determine the role of FSAU Training Development group
 - Identify needed skills
 - Select training programs to meet skill needs
 - Set target date for implementation
 - Establish guidelines for role, including time commitment and expectations
- Identify resources for involvement
 - Select individual to serve as FSAU representative to conduct SME interviews
 - Set aside “seed money” for future Plan phase operating partner involvement
- Determine who selects team leads / teams
 - Identify team leads and members based on skills, availability, and interest
- Determine packaging technique
 - Consider best approach for team use and future updates (online, print, etc.)

Long Term Planning

Recommendations

- Create suggestions for determining ideal size for training development team
- Propose guidelines for which steps should be outsourced
- Establish logistics policies

Future Considerations

- Develop instructional design skills/capability in-house
- Develop process skills and support in other channels
- Determine who updates the process

