

Subject: Training Focus Team Proposal

From: (Point of Contact, team affiliation optional)

Date: (of submission to TFT)

Topic: (Single sentence, limited to 150 characters)

Background: (Describe why changes are needed)

Proposed Changes: (Topics selected must relate to a single course or issue)

A. **Logistics and Structure of Course:**

B. **Objectives:**

C. **Content of Course:**

D. **Course Audience:**

E. **Training Cadre:**

F. **Other:**

Possible Overlap Issues: (Optional – list if proposal may have related impact on other teams, activities, topics, as necessary) Is the identified issue covered elsewhere?

Additional Information: (Optional – to provide further guidance for committee discussion)

Team Resolution:

A. Alternatives: (list management scenarios for discussion)

B. Advantages/Disadvantages of Change: (summary of discussion of options)

C. Agreed Decision:

D. Action: (plan of response, including responsible party/parties and timeline)

E. Communication to Requestor: (date of informative response to point of contact)