



Council

Title: Training Guidelines

Purpose: To define needed elements for training within NFLL

Scope: All training performed within NFLL

Instructions:

1. NFLL committees, Council, or affected MCC personnel may identify needed training within NFLL. The Council and each committee shall assure that anyone performing an operation has been adequately trained.
2. A suitable person or group shall be designated by the committee or Council to develop and perform the needed training.
3. For consistency and continuity, all training shall be performed using documented outlines and procedures.
4. Where needed, hands on training will be provided (e.g. using audio/visual equipment).
5. Trainer(s) shall encourage feedback or use other methods to assure comprehension.
6. A record of the trainer(s), trainees, and date of the training shall be kept by the appropriate committee or Council.
7. Follow-up, make up and/or refresher training will be provided as needed.

Revision description: Added logos, 7/22/14

Created by: Procedures / Training Project committee, March 21, 2014

Approved: NFLL Council, April 14, 2014