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Document Title:**Design and Development of Annual Training****Approval Authority:****Bureau Chief****A. PURPOSE AND SCOPE**

B. This Bureau Operating Procedure (BOP) defines the process for the design, development and delivery of annual training for the OSH Division. This event occurs once a year as a part of the North Carolina Department of Labor (NCDOL) annual luncheon and service awards banquet. The purpose of this event is to provide continuing education training to OSH staff.

C. ACTION STEPS

1. The Training Supervisor will coordinate with the NCDOL Chief of Staff's office on event logistics. Event dates will be determined by the Commissioner's Office.
2. The Training Supervisor will process the venue and catering contracts three months prior to the event date. The contracts for the service awards banquet will be processed by the Chief of Staff's office.
3. The Training Supervisor will ensure the following activities are complete:
 - a. Conduct an annual training needs assessment for OSH personnel using an internal survey.
 - b. Draft an agenda for the event three months prior to the event start date.
 - c. Determine objectives, scheduling and contract requirements for individual topics.
 - d. Process training contracts two months prior to the event start date.
 - e. Collaborate with training providers to compile training materials and distribute materials at event.
 - f. Summarize training evaluations and submit to the OSH management team.
 - g. Submit rosters to ETTA Database Manager.

D. QUALITY RECORDS

Quality records will include the event agenda, attendance rosters and course evaluation summaries.

E. REFERENCES

OPN 64 (most current revision) – located on the One Stop Shop – Field Information System

F. REVIEWS/REVISIONS

Revision 1: 1/28/2009

Revision 2: 1/13/2010

Reviewed: 9/01/2012

Revision 3: 10/12/2015 – Updated paragraphs A, B, C, D and F.

Reviewed: 1/04/2019

Revision 4: 1/15/2020 – Updated paragraph C and D.

Revision 5: 2/08/21 – Minor revisions.

Reviewed: 2/18/22