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01-09-85
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WP0363P
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TDP.2

TRAINING DIVISION GOALS AND OBJECTIVES

1.0 PURPOSE

To provide for the establishment, review, evaluation and revision of Training Division goals and objectives.

2.0 REFERENCES

- .1 NUCLEAR OPERATIONS TRAINING PROGRAM (AP.700).
- .2 Criteria, INPO 82-011.

3.0 PROCEDURE

- .1 The Nuclear Training Superintendent shall issue an annual statement of training division goals and objectives. The original and each subsequent issue shall be retained in the Training Division master files.
 - .1 Training division goals shall reflect the long term purpose and the direction of the Division.
 - .2 Training division objectives shall be performance based and specifically measurable in the coming year.
- .2 Training division goals and objectives shall be reviewed and evaluated annually as directed by the Nuclear Training Superintendent utilizing Enclosure 1.
 - .1 The review and evaluation shall include a comparison of Division performance with the current goals and objectives.
 - .1 Division performance shall be evaluated in relation to the division goals.
 - .2 Division accomplishments shall be evaluated in detail in relation to stated objectives for the year.
 - .3 Division performance and accomplishments shall be evaluated in relation to RECOGNIZED NEED FOR TRAINING (TDP.11).

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PROCEDURE (Continued)

3.2 .2 The review and evaluation shall result in a report of findings and recommendations addressing each goal and objective.

.1 One copy of the report shall be sent to the Nuclear Training Superintendent for review and approval and retained in the training division master files in accordance with TRAINING DIVISION RECORD KEEPING (TDP.7).

.3 Subsequent to the annual review and evaluation, the Nuclear Training Superintendent shall issue an updated statement of division goals and objectives reflecting needed additions, deletions, changes and revisions.

.1 The bases for additions, deletions, changes and revisions to TRAINING DIVISION GOALS AND OBJECTIVES shall include the following:

.1 The results of the latest review and evaluation.

.2 Needs identified in a meeting of the Nuclear Training Superintendent and the other Division Superintendents held in accordance with: RECOGNIZING NEEDS FOR TRAINING (TDP.11).

4.0 ENCLOSURES

.1 Review and Evaluation of Division Goals and Objectives

ENCLOSURE 4.1

REVIEW AND EVALUATION OF DIVISION GOALS AND OBJECTIVES

- .1 List each training division goal and answer the following questions (use additional pages as necessary).

- .1 Does the goal reflect the long-term purpose and direction of the division.

YES _____ NO _____ If NO, explain.

- 2+ .2 Does the performance of the division contribute to accomplishments of the goal.

YES _____ NO _____ If NO, explain.

- .3 Is the goal still valid when compared to division objectives and needs identified in accordance with RECOGNIZING NEED FOR TRAINING (TDP.11).

YES _____ NO _____ If NO, explain.

ENCLOSURE 4.1 (Continued)
REVIEW AND EVALUATION OF DIVISION GOALS AND OBJECTIVES

.2 List each training division objective and answer the following questions. (Use additional pages as necessary.)

.1 Has the objective been met or satisfied.

YES _____ NO _____

Explanation.

.2 Was division performance consistent with the objective.

YES _____ NO _____ If NO, explain.

.3 Is the objective still current when compared to division goals and needs identified in accordance with TDP.11.

YES _____ NO _____

Explanation.

.4 Should objectives be retained, changed or deleted.

YES _____ NO _____

Explanation.

ENCLOSURE 4.1 (Continued)

REVIEW AND EVALUATION OF DIVISION GOALS AND OBJECTIVES

- .3 Report of findings (one sheet per goal/objective). Based on 1.1, 1.2, and 1.3 or 2.1, 2.2 and 2.3 above, the following findings and recommendations are made (use a separate page for each goal or objective).

.1 Goal/Objective.

.2 Finding.

.3 Recommendation.

.4 Signature of
Reviewer/Evaluator _____

Date _____

.5 _____
Nuclear Training Superintendent

Date

ENCLOSURE 4.1 (Continued)
REVIEW AND EVALUATION OF DIVISION GOALS AND OBJECTIVES

- .4 The report of findings for each division goal and objective has been reviewed and a new statement of training division goals and objectives has been issued in accordance with TRAINING DIVISION GOALS AND OBJECTIVES (TDP.2).

Nuclear Training Superintendent

Date

This completed form is to be forwarded to Training Division Files in accordance with TDP.7, Section 3.1.1.

END