**To: Bill Allen, Project Manager of Corporate Training Firm**

**From: Tyler Smith, Project Planning Advisor**

**Date: January 22, 2018**

**Subject: Corporate Compliance Training for the 2018 System Update**

Starting during the Fall of the 2018 fiscal year, your company will be undergoing some changes to its employee compliance system that will require training to be done with each branch manager. This training is necessary to ensure that those managers can train their own employees with the new system. Over a two-day period, managers will complete a 10 hour training course at the company’s headquarters. This training will cover how to use the new compliance system, and will also cover any new compliance policies that need to be reviewed. Rest assured, the new compliance system will increase usability for your employees and the training will be easy to understand and to relate to your employees.

We understand that this additional training may not be convenient for many of the managers who will need training, we can assure that the new system will be worth the time it takes to understand it. Members of senior management will also be invested in the outcome of these trainings, and will be asking the other managers about their thoughts on the training process.

The goal of this project is to train all of the managers throughout the US on this new compliance system, and to gain information about the training process from the managers who have gone through it. This information will be used in future training projects to increase their likelihood of success. Ideally, we would like to see every manager understand the new system and compliance policies and feel confident about teaching it their own employees.

This projects success will be based on three factors. The first of these factors is manager confidence with the new compliance system. We want to ensure that each manager is as confident with the new system as they possibly can be so that they can feel confident in training their own employees. The second factor is training clarity, which includes how clear the information on new compliance is being conveyed, and how simply it can be conveyed without undervaluing the policy. Finally, we will be judging success on the information we receive from managers about their experience in the training. Anything we can do to ensure that we do not make the same mistakes during the next session of training should be a priority for this project. These three factors will contribute to an overall understanding of the project’s Measurable Organizational Value. This training should greatly increase employee understanding of the new system and more importantly reduce the amount of troubleshooting that will inevitably be required from the first few weeks with the new system.

We look forward to hearing from you all about this exciting training opportunity, and will be waiting eagerly for your responses or questions.