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| --- | --- |
| **TO** | All Users |
| **CC** | Team Managers, SMO Leadership |
| **FROM** |  |
| **SUBJECT** | Training Initiative |
| **DISTRIBUTION DATE** | TBD |
| **ATTACHMENTS** | Change Champions List |

**POTS Training Initiative: Supporting Your POTS Change Champions**

As we move forward in the launch of the Training Initiative, I am excited to introduce you to a network of CFPB peers known as **Change Champions**. Change Championshave been selected or volunteered to act as advocates and assist the Training Consultant and your department in executing readiness activities for the initiative.

Change Champions are active members of the Training Initiative Team (in addition to their normal day-to-day jobs) and going forward will be armed with tools and resources to support CFPB leading up to and after “Go-Live”. Change Champions will help with the following:

* Assist with disseminating and cascading different project communications
* Facilitate engagement with leadership, training consultant, and employees
* Assist with various readiness activities such as data validation, training coordination, etc.
* Help identify points of resistance
* Assist in gathering input and feedback at the grass root level on communications, engagement and providing feedback to the Project Consult
* Continue to support and engage impacted users after Go-Live

## How can you support?

Along with this effort, the Training Consultant will need help from you to raise your respective Change Champions’ profile within your department. This could mean (1) confirming that you have the **right person(s) to support** Change Champion activities in your department (2) **introducing Change Champions** to employees as a resource, (3) encouraging Change Champions to **share project-related information** they are learning with you and your employees, and/or (4) providing opportunities for them to **communicate or engage with your employees**.

**What are the next steps?**

In the weeks ahead, your Change Champion should be reaching out to you to schedule time to review some information regarding the project as well as discuss an approach to communicate with and engage the employees within your departments.

**Who are my team’s Change Champion?**

Change Champion assignments can be found in the attached document, **CFPB Change Champions**

In the meantime, if you have any questions or if you would like more information, please contact the (Identify POC) via email at sample@cfpb.gov.

Thank you for your continued support.