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# Training Development Checklist

Standard Curriculum Toolkit, Section 1.5

Recommended Element

*April 2015*

CTIP Program Management Office

## Training Development Checklist

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This section lists all of the content requirements you should include in your CTIP training materials including key terms, definitions, concepts, laws, policies and scenarios. It also provides links to each resource where the content requirements are outlined. Per DoDI 2200.01, the CTIP Program Management Office (PMO) is responsible for reviewing CTIP training developed by Components to fulfill the mandatory CTIP training requirement. Components should complete and submit the Training Development Checklist along with storyboards of the training materials to the CTIP PMO for review. The CTIP PMO will review and return materials in 1-3 weeks.

**Recommendation:** Adhere to the following actions in this document:

- Review each content recommendation in the Training Development Checklist
- Fill-out the Training Development Checklist and ensure each content recommendation in the checklist is incorporated into the CTIP training materials
- Submit the Training Development Checklist to the CTIP PMO along with the training materials.

### Learning Objectives

#	Recommendation	Status	Comments
1.	Include the six recommended learning objectives [Section 1.1] Link:		

### Key Terms and Definitions

#	Recommendation	Status	Comments
3.	Include the 11 recommended key terms and definitions [Section 1.2] Link:		

### TIP Laws, Policies, and Regulations

#	Recommendation	Status	Comments
4.	Include the seven recommended CTIP laws, policies, and regulations [Section 1.3] Link:		

### TIP Examples

#	Recommendation	Status	Comments
6.	Include at least one DoD labor trafficking example [Section 1.4] Link:		
7.	Include at least one DoD sex trafficking example [Section 1.4] Link:		
8.	Include at least one general child soldiering example [Section 1.4] Link:		
9.	Include at least one general labor or sex trafficking example [Section 1.4] Link:		

### CTIP PMO Training Review and Approval Process

#	Recommendation	Status	Comments
10.	Submit CTIP training materials to the CTIP PMO Link:		

Sign the Training Development Checklist to confirm you have reviewed this section and incorporated the recommendations outlined.

Component Signature: \_\_\_\_\_ Date: \_\_\_\_\_