

Annual Ethics Training Planning Document

Getting Started

REQUIREMENTS

The requirements for Annual Ethics Training are set forth in OGE's regulations at [5 CFR 2638.307](#) for confidential filers and certain other employees and at [5 CFR 2638.308](#) for public filers. See also the "[Annual Ethics Training Toolkit](#)" for an overview of these requirements and additional information and resources to utilize.

AVAILABLE RESOURCES

What resources (e.g., human capital, technology, budget) do you have available to develop and deliver your training?

Engagement

AUDIENCE

Who is your audience? What do you know about them and the work that they do?

TIMING

When, or how often, will you provide the training?

DELIVERY FORMAT

Who will deliver the training, and how will it be delivered? Will it be delivered live, in-person or virtually, via an interactive learning module, or in a combination of ways?

Content

CONTENT

What do you want participants to learn? What would you like participants to do differently as a result of the training?

TEACHING STRATEGIES

How will you share the content with participants?

WRITTEN MATERIALS

What kinds of written materials will you provide to participants? How will you provide them and when?

Follow-Up

TRACKING COMPLETION

How will you track who completes the training?

POST-TRAINING EVALUATION

How will you evaluate the effectiveness of your training?