**FLI** FAA Leadership & Learning Institute

**Call for Training Schedule**
To establish **FY2020** FLLI Delivery Schedule

1.      **OCT 2, 2018 through MAR 16, 2019:**  LOB's work, internally, to determine their training needs.

2.      **No Later Than MAR 22, 2019**: PL-1's provide FLLI PM with single point of contact, within each LOB or Office, for funnel of Call for Training Data.

3.      **No Later Than APR 15:** FLLI provides PL-1's and Training Coordinators with FLLI Course Catalog and Call for Training Data Form.

4.      **APR 15 - MAY 16:**  LOB's and Offices review their training needs and complete Call for Training Data Forms.

5.      **No Later Than MAY 16:** Singular LOB & Office POC's submit their consolidated Call for Training Data to FLLI PM.

6.      **MAY 16 – MAY 31:** FLLI reviews all training needs and constructs FY2020 Draft Delivery Schedule.

7.      **No Later Than MAY 31:** FLLI delivers FY2020 Draft Delivery Schedule to LOB/Office POC's for review.

8.      **MAY 31 – JUNE 14:**   LOB's review the FY2020 Draft Delivery Schedule and provide feedback to FLLI no later than close of business on JUNE 14.

9.      **No Later Than JUNE 28:** FLLI completes finalized FY2020 Delivery Schedule.

10.      **No Later Than JULY 1:** FLLI delivers FY2020 Delivery Schedule to PL-1's and Training Coordinators. FY2020 Delivery Schedule is posted on FLLI Website.

11.      **AUG 30 @ 2 PM EST:** 1st Quarter of FY2020 Delivery Schedule will go live in eLMS.

12.      **OCT 1 @ 2 PM EST:** 2nd, 3rd, & 4th Quarters of FY2020 Delivery Schedule will go live in eLMS.

13.      **TBD JAN 2020:** If required, LOB's review their training needs and determine if adjustments are needed in 3rd and 4th quarters. Requests are presented to FLLI PM by COB on 6 JAN 2020, with the understanding the funding for changes/additions to schedule are not guaranteed.