

SAMPLE COOP TRAINING PLAN

Program	Method	Audience	Frequency	Cost
Orientation	Briefing Job Aids	New Hires	Monthly	\$1,000
Orientation	Briefing Job Aids	Senior Management	Annually	\$5,000
Refresher	Intranet	All employees	Annually	\$2,000
Orientation	Workshop	Essential Personnel	Monthly	\$12,000
Orientation	Workshop	Successors Selected Essential Personnel	1 st Quarter FY 200X	\$10,000
Orientation	Classroom	Executive Leadership Senior Management Supervisors	2 nd Quarter FY 200X	\$5,000
Orientation	Intranet Meetings	All employees	2 nd Quarter FY 200X	\$7,000
Orientation	Workshop	Special Teams	1 st Quarter FY 200X	\$5,000
Total Cost				\$47,000

SAMPLE COOP EXERCISE PLAN

Type	Participants	Frequency	Cost	Location
Drill	Successors	Quarterly	\$15,000	Alternate Facility
Tabletop	Senior Management	Annually	\$25,000	TBD
Full-scale	Key Personnel	Annually	\$100,000	Alternate Facility
Tabletop	Key Personnel Successors	Annually	\$3,000	Training Room Alternate Facility
Tabletop	Executive Leadership Senior Management Supervisors	Annually	\$1,000	Training Room
Total Cost			\$144,000	