Introduction
• Ongoing training and development needs due to rapid evolution of information landscape in the health service and research setting.
• Barriers to professional development, particularly to attend face-to-face training.
• Developed online training courses (FOLIO), successfully delivered in UK and Australia.

Methods
• Initial framework of themes to consider when collaborating with partner organisations.
• Framework reviewed after “Rapidly Reviewing the Research Evidence (RaRE)” delivered twice; England and Australia.

Results
• Data relating to framework themes organised into practical checklist to inform liaison with partner organisations.

Themes
• Stakeholder Needs
• Reputational Management
• Securing Commitment and Ownership
• Content Design
• Marketing Strategy

Conclusions
• Developed checklist as a decision tool in future planning to meet training needs.