Training Request Form

1. Please complete this form to request a training course and materials.
2. Training requests are preferred at least **4 weeks** in advance to provide preparation time. Please feel free to submit a request with fewer than 4 weeks advance notice. Every effort to accommodate within shorter timeframe will be made.

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name/Title) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TRAINING REQUESTOR (POC)

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| --- |
| **Name and Title:** |
| **Department:**  COM  DCR  DMO  DOE  DSIO  EEO  Library  OCE  ODT  OED  OFM  OGC  OHR  OIA  OIG  OLA  OPA  OMO  SEC  PROC  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Email and Phone:** |

COURSE INFORMATION

|  |  |
| --- | --- |
| **Proposed Training Dates(s):** | |
| **Course Subject:** | |
| **Brief Summary of Course Content:** | |
| **Anticipated number of participants:** | |
| **Location** *(check all that apply)***:**   |  |  | | --- | --- | | DC | CH | | KC | NY | | **Training Delivery Method:** *(check all that apply)***:**   |  |  | | --- | --- | | Classroom | WebEx | |

Training Needs Analysis *(Training can only resolve a performance issue that’s caused by a lack of knowledge and skills. If the cause of the issue is lack of motivation or capacity, technical issues, or something else, training will not have an impact on the issue)*

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| **What skill areas will the training improve?** |
| **Have you taken any other actions to improve job performance?** |
| **What productivity improvements do you expect from the proposed training?** |
| **How will those productivity improvements be measured?** |
| **What tasks will the proposed training cover?** |
| **What is the impact on the client?** |