

**Part 1- Pre Course:** *(To be completed by the delegate and manager or sponsor before the training).*

Name of attendee ..... Date: .....

Name of Line Manager / Sponsor: .....

Name of Course, Programme or Workshop: .....

Date of Course: .....

Business Unit / Department / Area: .....

What possible benefits would you like to receive from this programme?  
*(Tip - think about new skills or knowledge or the way you act or behave)*

Give an example/s where this benefit would help you in your job.

Give an example of what you or others will see as a result of this improvement.