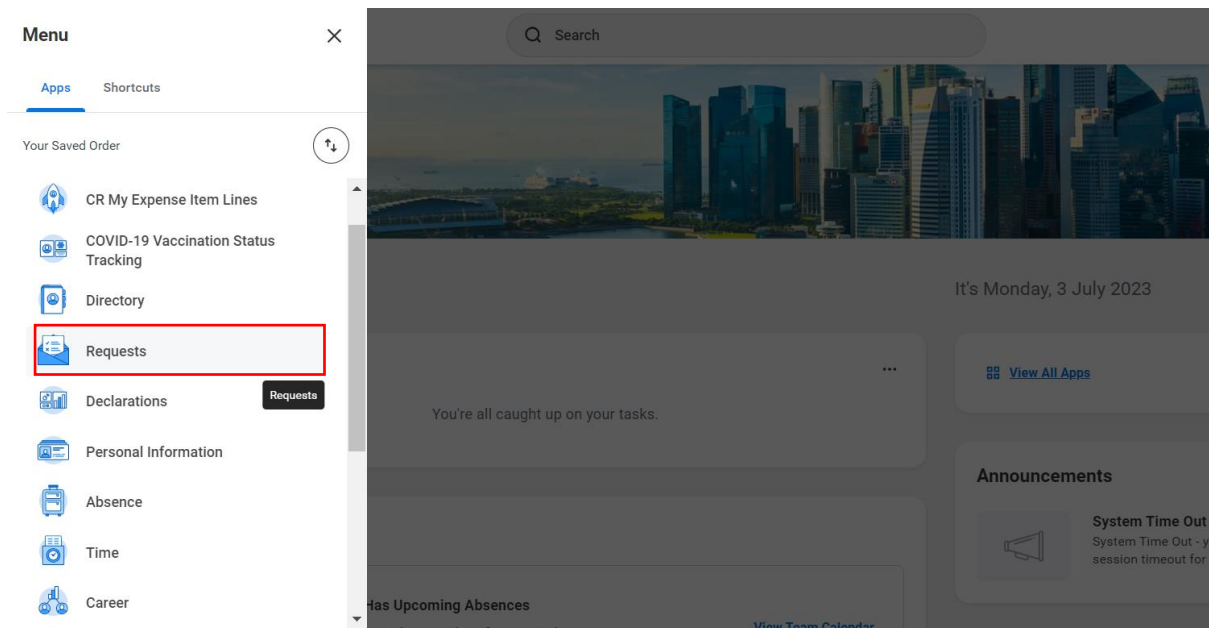
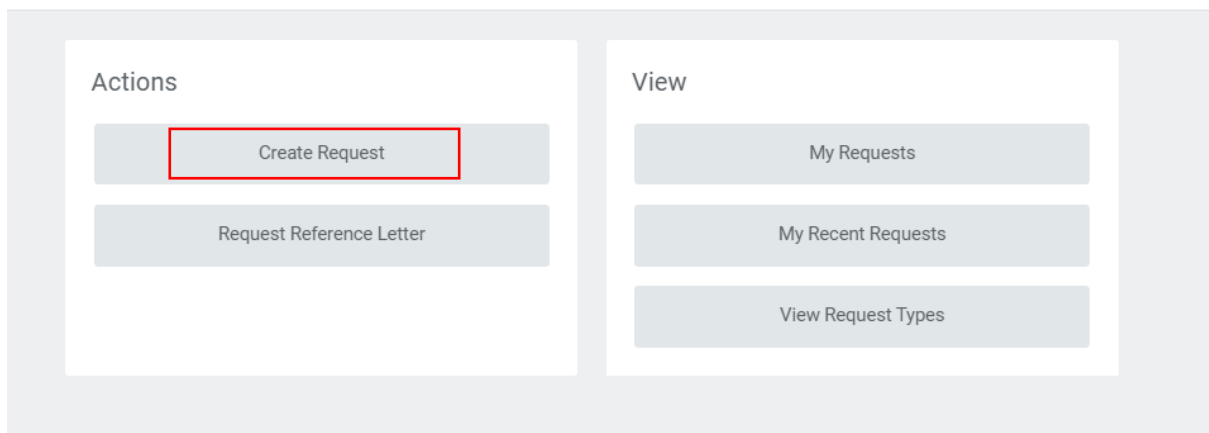


How to create a self-sourced training request

On the landing page of workday click on the Menu Hamburger icon on the top left and select “Requests” Tab.



Click “Create Request”



Click on the dropdown menu and select All >> Self Sourced Training

The image shows a 'Create Request' dialog box with a search bar and a list of request types. The 'Request Type' field is marked with a red asterisk. The dropdown menu is open, displaying a list of options with radio buttons. The option 'Self-Sourced Training' is highlighted with a red rectangular border. The background is a dark grey interface with some text visible, including 'System Status: Your Standard Time (Singapore)' and 'July 8, 2023 at 12:00 AM Singapore Standard Time (Singapore) (GMT+8) system.'

Create Request

Request Type *

Search

← All

- ☐ Child Care Leave Eligibility Enrolment
- ☐ Flexi Work Scheme
- ☐ Overseas Travel (Non-Training)
- ☐ Overseas Travel (Training)
- ☐ Post-Course Performance Review
- ☐ Pre-Course Performance Review
- ☐ Re-Employment
- ☐ Request for Sponsorship
- ☒ Self-Sourced Training
- ☐ Shared Parental Leave Application
- ☐ Trip Report
- ☐ Unpaid Infant Care Leave Eligibility Enrolment

OK

System Status: Your Standard Time (Singapore)

July 8, 2023 at 12:00 AM Singapore Standard Time (Singapore) (GMT+8) system.

Complete and fill in all the fields and click “Submit” to submit the course.

Self-Sourced Training

Use this type to request Self-Sourced Training. Please complete all fields.

Describe the Request *

- Please indicate "**Self-Sourced Course**" in the above "Describe the Request" field.
- Please check with your Learning Partner if you are unsure of your agency's **Registration Policy**.

Name of Training* (Required)

Training Provider* (Required)

Start Date of Training* (Required)

Submit

Save for Later

Cancel