# **Training Request Form**

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| **Requester Details** | |
| **Name** |  |
| **Title** |  |
| **Department** |  |
| **Email Address** |  |
| **Office Location** |  |

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| **Business Goal** | |
| **What business goal or strategic objective does this request support?** | *[Tag strategic priorities (e.g., growth, efficiency, risk reduction) to help prioritize requests]* |

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| **Request Details** | |
| **What business challenge, risk, or opportunity is driving this request?** | *[Describe the scenario where the lack of this training has caused an issue]*  *(E.g., customer churn, quality issues, low engagement, regulatory risk)* |
| **What specific business measures should improve as a result of this training?** | *[What outcomes do you expect to achieve as a result of this training? How will this positively impact the business and your performance?]*  *(E.g., cost, productivity, engagement, compliance)* |
| **What behaviors or performance outcomes do you expect to see change as a result of this training?** | *[What are the tangible skills/competencies learners will gain? Be as specific as possible]*  *(e.g., faster onboarding, fewer safety violations, more effective coaching conversations)* |
| **What knowledge or skills do learners need to gain to make those behavior changes?** | *[Please provide a brief description of the knowledge and skills required]* |
| **Do you already have a preferred format or delivery method in mind? Why do you believe that approach will be effective?** | * Online * In person/instructor-led * 1:1 or Mentor * Not sure |
| **Approximately how many learners will take this training?** | * 1-10 * 10-50 * 50-100 * 100+ * Not sure |
| **When would you like to begin this training?** |  |

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| **Other Information** | |
| **Does this training already exist in any format?** | *Please tick all that apply:*   * Skill is currently learned informally on the job * Instructor-led training * Online eLearning course * Online instructor-led training * There is currently no training at all for this skill |
| **Have you or your department taken any other actions to learn these skills?** |  |
| **How will success be measured? What specific metrics or outcomes will indicate this training made a positive impact?** | *[Aim to tie back to business goals to show strategic alignment and impact to business goals]*  *(e.g., increase revenue, reduce costs, accelerate onboarding, reduce risk, support transformation)* |
| **Do you have documents or other resources that can be used as content for this training?** |  |
| **Any additional comments?** |  |