



Training Requisition Form

Name: _____ Job Title: _____
Department: _____ Location: _____
Telephone: _____ Email: _____

Course Information

1. Course topic: _____
2. Course description: (Please attach detailed course outline or describe suggested training.)

Job Information

1. Target audience:
2. What tasks can employees NOT DO that the course will train them to do?
3. What impact is this having in your organization?



Job Information (cont.)

4. What previous training have the employees received on these tasks?

5. What specific productivity improvements do you expect from this proposed course?

6. How will these productivity improvements be measured?

7. What other options have been considered to improve the job performance of the employees?

8. Can you provide me with a list of tasks which the employees perform on the job?