Professional Development Request Form

Requester Details	
Name	
Title	
Department	
Email Address	
Office Location	
Date of request:	

Development Details	
What specific situation, challenge, or need is prompting this request?	*[Describe the scenario where the lack of this training has caused an issue]*
How does this need relate back to the business strategy / plan?	*[Describe how this training will assist meeting business objectives]*
What change would you like to achieve with this project?	
How will you know that the change has been achieved?	
Who will change what they're doing as a result of this project?	*[Describe impacted users/customers/ audience]*

How will the organization benefit?	*[Quantify benefits. Increased capability, efficiency, retention, engagement etc]*
What has been tried in the past to bring about this change?	☐ Coaching ☐ In the moment feedback ☐ On the job training ☐ Tool box talk / team briefing *Other:*
Type of development required:	*[Please provide a brief description of the topics and skills you require development for]*
Desired business outcome from the development	*[What outcomes do you expect to achieve as a result of this development How will this positively impact the business and your performance?]*
What skills or competencies will be learned?	*[What are the tangible skills/competencies learners will gain? Be as specific as possible]*
Notes:	

Further Information	
If training is required, is there a requirement accredited?	☐ Yes ☐ No ☐ Not sure Notes
Preferred format for development	☐ Online ☐ In person/instructor-led ☐ 1:1 or Mentor ☐ Not sure
Is this development for you or your department?	☐ Personal learning ☐ Department-wide training ☐ 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?	
Additional comments?	

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
What do you expect learners to be able to do after this training?	[What does success look like?]
How will you measure the effectiveness of this training?	[Engagement results, retention, increased sales, reduced churn, efficiency?]
Do you have documents or other resources that can be used as content for this training?	☐ Process documents ☐ Reports ☐ Not sure ☐ Coaching forms ☐ Job descriptions ☐ Screen captures/ video/ recordings ☐ Business plans Other
Budget.	*[Who/how will this training be paid for? Is this part of a department budget? Has it been approved? Be as specific as possible]*
Sourcing training solutions	☐ Purchase customizable training materials @www.facilitatedtraining.com ☐ Source public training option (Generic training on topic) ☐ Purchase generic Online elearning course ☐ Design new training materials
Additional comments?	