

Training Request Form

Requestor Information:

Name:	New Project or Update
Department:	Expiration Date:
Email Address:	Skill Code:
Telephone:	Course Owner(s)

Please describe the following in detail:

1. Describe the need:
2. Outline the current situation:
3. Describe, if any the performance issue(s):
4. List the skills, task or knowledge that this role requires:
5. If this training is an update, list the current Job Task Analysis (JTA):
6. Describe the primary target audience.