

Operations & Training Unit Request for Training & Staff Support



Preface: While we strive to meet all training needs for our providers and SDS staff, HSS Department and SDS Division priorities often dictate where our limited training resources are focused from time to time. To help us plan and prioritize for your training curriculum, please make determined effort to formally request your training needs using this Training Request Form and submitting to us with 30-days notice.

Training factors to help with planning:

- What are you presenting?
- Who is your target audience, who are your learners?
- What are their learning goals and/or expectations?
- Who will be developing the presentation and/or curriculum?
- What format will best suit your training plan? (*webinar, classroom, a simple announcement, document, training series, etc.*)
- Where will this training be held? If classroom space is needed, will it be adequate for the intended audience and is it reserved for the intended session time/date?
- Does your projected date/time include considerations for set-up and cleanup (if applicable)?
- How will the training be advertised? Is notice for parking considerations needed?
- What outcome would you like to see as a result of this session/series?
- Would a satisfaction survey at the end of this training be a valuable consideration?

(when all questions can be answered, it's time to contact the Training Element using this form!)

Your Name:

Today's Date:

Session Date(s):

What is your session's title?

What is your training/session topic?

Will this be a (check all that apply):

SDS Staff training	Webinar	Videoconference
Public invited training/session	Combo physical attendance and webinar	Teleconference

What assistance from training staff is needed?

Who can we contact for more information?

Has the Unit Manager reviewed and approved the plans for this requested training?

Yes No