

Training Request Form

Employee Name:

Date of Request:

Training Title:

Training Details:

Training Provider:

Training Location:

Associated Costs: Course (£)

Travel (£)

Materials (£)

Other (£)

1. What are your objectives in attending this training?

2. How can we measure whether the objectives have been met?

3. What support will you require from us?

4. How will this training benefit you?

5. How will this training benefit the company?

*Advise Better
Live Better*