

REQUEST FOR TRAINING

Name:	
Course/Training Programme Name:	
Training Provider Name:	
Summary of course:	<i>[Brief synopsis on the course content – include link to website if applicable]</i>
Proposed Start Date:	
Duration of course:	
Study Method:	<i>[i.e. classroom attendance required on certain days, online, flexible]</i>
Objectives:	<i>[Use this section to summarise the goals and purpose of this specific course. Outline the skills/qualifications you will hopefully gain on completion.]</i>

ROI:	<p><i>[If you are not able to attribute a monetary value to the training you can summarise the benefits of you undertaking this programme to the business. Outline why and how you believe there will be a positive impact to the company and yourself. For example you can get through your work quicker, you can take additional responsibilities, you can train others, can increase the scope of what you/your department can offer, overall increase in motivation levels etc.]</i></p>
Considerations and Impact:	<p><i>[Highlight any business functions/processes that may be impacted through the duration of your training programme and how these impacts could be alleviated. For example if you're required to train offsite outline the days/duration you'll be unavailable and what will need to be covered during your absence. If you're training online and can remain in the office, you will need to ensure colleagues know you're not to be disturbed whilst training etc.]</i></p>
Risk Assessment:	<p><i>[Outline are there any potential risks surrounding the proposed training programme? It may also help your case to identify the risks of not undertaking the programme]</i></p>

Case Study:	<i>[Have any colleagues been on similar programmes? Can you use any positives from their experience?]</i>
Cost:	<i>[Overall cost, show VAT element]</i>
Financial Considerations and Comparisons:	<i>[Include comparisons with alternative programmes. Did you negotiate a reduced rate? Are there any grants or funding opportunities?]</i>
Date Request Submitted:	