

Training Requisition Form

Description

The Training Requisition Form is used by the Training Department to gather information about a request for a training program. The form includes a series of questions that provide an initial indication of whether training is needed for a given situation. The answers become a starting point for conducting a training needs analysis.

How can you use it?

- ☐ When handling a request for a new or existing training program.
- ☐ To start the training needs analysis process.
- ☐ As a standard print-based or web-based form.
- ☐ As a prompt/guide when handling a request by phone.

Tip

Always remind the requester that training is only one possible solution to address job performance issues.

Note

The Training Needs Analysis workshop contains several other methods for collecting training needs data, as well as specific tools for conducting a thorough performance analysis, calculating the cost-benefit of training, and gaining acceptance for your recommendations.

Training Requisition Form

Name: _____ Job Title: _____
Department: _____ Location: _____
Telephone: _____ Email: _____

Course Information

1. Course Topic: _____
2. Course Description: (Please attach detailed course outline or describe suggested training.)

Job Information

1. Target Audience:
2. What tasks can employees NOT DO that the course will train them to do?
3. What impact is this having in your organization?

Job Information (cont.)

4. What previous training have the employees received on these tasks?

5. What specific productivity improvements do you expect from this proposed course?

6. How will these productivity improvements be measured?

7. What other options have been considered to improve the job performance of the employees?

8. Can you provide me with a list of tasks that the employees perform on the job?