

In-House Training Request Form

Name of Company		
Contact Person Name		
Position		
Contact Information	Phone:	E-Mail:
Description of Desired Training <i>(for example: Conflict Management Training, Emotional Intelligence etc)</i>		
Desired Competency Skills to be Acquired through this training <i>(for example: better able to manage conflict in the workplace, build team cohesiveness etc)</i>		
The Number of Employees Intended to be trained		
Positions of Employees Intended to be trained		
Desired Date and Time for training		
Where will the training be held?		