

## Training and Development Request Form

Introduction
<p>City University (<b>CU</b>) is available to assist with needs and issues that may be prohibiting your department from being as efficient and effective as it could be. CU wants to be your source of choice when you are looking for solutions to improve your department. To ensure that CU is able to provide the best support and solution, please complete the request form in its entirety with great detail. The more information you initially provide, will help us determine how we can assist you.</p>

<b>Date of Request:</b>	
<b>Desired Date of Resolution:</b>	

Requestors Information	
<b>Name:</b>	
<b>Job Title:</b>	
<b>Department/Location:</b>	
<b>Phone:</b>	
<b>Email:</b>	

Description of Requested Need

Desired Outcome of Request

<b>Required Information</b>	
1. How was training need assessed or determined?	
2. What specific areas need to be addressed in resolution?	
3. What are the major areas of concern regarding the topic?	
4. What current method are you using to meet the desired need?	
5. Is this a reoccurring need or issue?	
6. Who is the target audience?	
7. How many employees need resolution?	
8. Has the issue/need been address with the target audience?	
9. What is the current competency skill level of target audience?	
10. What are your expected outcomes from the implemented solution?	

<b>Required Information</b>	
11. How will the results be measured?	
12. What other possible solutions/options are you considering?	
13. What are the critical elements that must be included in resolution?	
14. If determined that a training class is the solution, what is your desired length of the class?	
15. What are the desired competency skills to be acquired through this resolution?	
16. What is the budget allowance dedicated for this resolution?	

<b>Additional Comments</b>

**Submit form to City University via email, fax, or interoffice mail.**

**Cityuniversity@dallascityhall.com  
214.375.1868 (fax)**

CU Use Only	
<b>Evaluated By:</b>	
<b>Recommendation:</b>	
<b>Additional Comments:</b>	
<b>Next Steps:</b>	
<b>Final Recommendation:</b>	
<b>Approved By:</b>	
<b>Reported To:</b>	
<b>Date:</b>	

Market Analysis (CU Use Only)			
	Comparison #1	Comparison #2	Comparison #3
<b>Company Name:</b>			
<b>Program Title:</b>			
<b>Program Overview:</b>			
<b>Program Length:</b>			
<b>Program Cost: per participant</b>			