# Training Request Form

**Purpose:** This form is used by employees, team leads, or managers to request training or development initiatives for professional growth, upskilling, or addressing knowledge gaps within the team or organization.

## Requester Information

**Name:** {name}

**Position:** {position}

**Department:** {department}

**Email:** {email}

**Date of Request:** {requestDate}

## Training Program Details

**Training Title:** {trainingTitle}

**Purpose/Justification:***{trainingPurpose}*

**Training Provider (if known):** {trainingProvider}

**Preferred Dates:** {preferredDates}

**Duration:** {duration}

**Location:** {location}

**Estimated Cost:** {cost}

## Participants

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Email** |
| {#participants}{participantName} | {participantPosition} | {participantEmail}{/participants} |

## Learning Objectives

{#learningObjectives}

* {objective}

{/learningObjectives}

## Expected Benefits

{expectedBenefits}

## Manager Approval

**Manager Name:** {managerName}

**Manager Comments:** {managerComments}

{#isApproved}

**Status:**Approved

{/isApproved}

{^isApproved}

**Status:**Not Approved

{/isApproved}