

Staff training / learning request

Describe the learning need and how you will use it at work. Record the activity, time and cost for an internal decision before booking.

Staff member / role

Team / manager

What do you want to learn?

Skill / current task / benefit to the team

ACTIVITY & TIME

Course / activity: _____

Provider / reference: _____

Date / duration: _____

Time away from work: _____

COST & ARRANGEMENTS

Quoted cost / currency: _____

Other costs / basis: _____

Quote / booking reference: _____

Internal budget reference: _____

Use the learning at work

Task to apply it to / who can help / how progress will be reviewed

INTERNAL DECISION ☐ Proceed ☐ More information ☐ Decline

Decision by / date

Conditions / follow-up

Learning review date

Booking reference, once arranged
