

Employee Training Request Form

Use this **employee training request form sample** to efficiently gather and evaluate staff training needs. It streamlines the approval process by clearly outlining essential information such as training objectives and expected outcomes. This form is designed to enhance workforce development through organized and targeted training initiatives.

Employee Name

Employee ID

Department

Position/Title

Training Title

Training Provider/Organization

Training Date(s)

Training Objectives

What is the purpose of the training?

Expected Outcomes and Benefits

How will this training benefit you and the organization?

Training Cost (if applicable)

Manager Approval

Select...

Additional Comments

Submit Request