

Employee Training Inquiry Form

Use this **employee training inquiry form sample** to efficiently gather information from staff about their training needs and preferences. It streamlines the process of identifying skill gaps and scheduling relevant sessions. Enhance your workforce development by collecting accurate and organized training requests.

Employee Name

Department

Position/Title

Training Needs / Areas for Improvement

Preferred Topics or Skills

Preferred Learning Format

Classroom (In-Person)

Availability (Days/Times)

Additional Comments or Suggestions

Submit Inquiry