

## 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**

**Availability (Days/Times)**

**Additional Comments or Suggestions**

Submit Inquiry