



Department of Human Resources

Training Request Form 2024

Name: _____ Department: _____

Contact Number: _____ Email: _____

• **Select the requested training module(s):**

Leadership/Supervisory Training for First Time Supervisors

Professionalism in the Workplace/CSR

EEO Sexual Harassment Training/EEO Officer

HR Policies and Procedures/DARC/FMLA for Supervisors

Conflict Resolution for Employees

Business Ethics-What Employees Need to Know

Performance Review Assessment Training

HR Personnel Action in Munis Training/HRBP

Kronos Timekeeping Training/Compliance Officer

Team Building for All Employees or Supervisory Staff

Other Training (Please be specific): _____

•Would the selected training be for:

Direct Report (Managers/Supervisors)

Department/Division Employees

• Select the best time to attend training:

Number of Attendees:

Morning Session

Afternoon Session

Both

• Select two dates that you would like to begin this training:

Jan 2024

Feb 2024

Mar 2024

Apr 2024

May 2024

June 2024

July 2024

Aug 2024

Sept 2024

Oct 2024

Additional Comments:

If any questions, please feel free to contact:

Mrs. Brenda Stewart, HR Training Manager

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