

WTC Training Request Form - Internal

The following request form is designed for internal bureau and division staff to request training support from the Workforce Training & Coordination (WTC) Team within the Bureau of One Stop and Program Support. Please fill the form out completely and return to wfstraining@deo.myflorida.com. Please allow 2 business days for response.

Requestor's Full Name

Job Title

Phone Number

Email

Unit

Title of the training:

Please describe the training topics or purpose of the training:

Proposed start/end dates of training or event (MM/DD/YY)?

Start: _____ **End:** _____ **Alternative dates:**

Proposed start time: _____ **AM**_/PM__ **End time:** _____ **AM**_/PM__

Total training time: _____ **Hours**_/Minutes__

Where will the training be hosted?

In person, please indicate Conference Room Number _____

Virtual/webinar (GoToWebinar, GoToTraining)

Online/on-demand (staff access via LMS and complete on their own time or as instructed)

Logistical/Technical Assistance (i.e., conference planning)

Who will be the audience of the training?

How many staff are projected to attend?

Will you need assistance with developing training materials? (Note: WTC reviews all PowerPoints for DEO standardization)

Are training materials attached?

If yes, please attach signed OSPS Routing Form.



OSPS Routesheet
Update_Sept2020.pdf

For Workforce Training & Coordination only:

Date received:

By:

Initials: