

Learning & Development Request Form

Please complete all sections thoroughly to support timely development and prioritization of your request.

SECTION 1 REQUESTER INFORMATION

Department Requesting Support *

Primary Point of Contact (POC) / SME *

SECTION 2 PROJECT OVERVIEW

Project Title *

Target Start or Launch Date for This Training *

Intended Audience (e.g., department, team) *

Anticipated Number of Employees Requiring This Training *

What Should Learners Be Able to Do After Completing This Course? *

List specific, measurable learning objectives.

What Skill Gaps or Challenges Is This Training Intended to Address? *

What Improved Outcomes Are Expected, and How Will They Be Tracked? *

SECTION 3 TRAINING SCOPE & TYPE

What Type of Training Request Is This?

- ☐ New training (does not currently exist)
- ☐ Update to existing training (content is outdated or needs revision)
- ☐ Refresh of current training (minor updates or enhancements)

LEARNING & DEVELOPMENT

- ☐ Re-delivery of existing training (no content changes, just scheduling)
- ☐ Other

Does This Request Impact a Process on Our Knowledge Management Site? *

- ☐ Yes — a new process needs to be created
- ☐ Yes — an existing process needs to be updated
- ☐ No — no process documentation changes are needed
- ☐ Not sure

SECTION 4 DESIRED DELIVERABLES

What Are the Desired Deliverables? *

- ☐ eLearning (self-paced)
- ☐ Instructor-led training
- ☐ Instructional materials (job aids, user guides)
- ☐ Multimedia assets (e.g., videos, animations)
- ☐ Assessments (e.g., quizzes, tests)
- ☐ Learner activities (e.g., discussions, assignments)
- ☐ Course evaluation tools

Supporting Documents or Materials

Attach relevant files (Word, Excel, PPT, PDF, Image, Video, or Audio). Limit: 1 file, 10 MB maximum.

SECTION 5 ADDITIONAL CONTEXT

Any Other Context or Details Helpful to This Request

Requester Signature Date:	L&D Team Approval Date:
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