Training Requests

Please use this form to submit any requests related to specific training content needs
for your team, department, or learner group.

Name

Department

Email address

Phone

What topic(s) or subject areas are you seeking? What problem are you trying to solve? *(Please be as detailed as possible: "excel for beginners,""Leadership training for new managers," etc.)*

Who is your target audience? *(managers, individual contributors, sales team, etc.)*

How many learners (users) will need this training?

Is there a date by when you need to implement this training? As soon as possible?

How are you currently conducting this training?

○ Instructor-led or classroom-based

○ On the job

○ Other *(please specify)*: _____

○ eLearning content provider

○ We aren't currently training on this

Are there any course features or formats you'd prefer *(check any that apply)*

○ Audio narration

○ Supplemental resources

○ Other *(please specify)*: _____

○ Post-assessment

○ Video-based

○ Animated video

○ Inline activities

○ Offline exercises

Are there any course features or formats you'd prefer *(check any that apply)*

○ 10 minutes or less

○ Other *(please specify)*: _____

○ 10-30 minutes

○ 60+ minutes

○ 30-60 minutes

○ No preference

What languages will you need *(check any that apply)*

○ American English

○ European French

○ Chinese (simplified)

○ Other *(please specify)*: _____

○ British English

○ Canadian French

○ Chinese (traditional)

○ European Spanish

○ European Portuguese

○ Japanese

○ Latin American Spanish

○ Brazilian Portuguese

○ Arabic

Will you need the courses to work on mobile devices?   ○ Yes   ○ No   ○ No preference

○ Other *(please specify)*: _____

Please include any additional notes or information about your training needs: