

## Training Request

<b>Employee Name</b>	
<b>HR ID</b>	
<b>Position</b>	
<b>Department</b>	
<b>Grade</b>	
<b>Course Name</b>	
<b>Training Type</b>	<input type="radio"/> <b>Technical</b> <span style="margin-left: 200px;"><input type="radio"/> <b>Soft Skills</b></span>
<b>Training Provider</b>	
<b>Course Starts / Ends on:- "Date"</b>	
<b>Local/Abroad</b>	
<b>Purpose</b>	
<b>Coverage</b>	<input type="radio"/> <b>Budgeted</b> <span style="margin-left: 200px;"><input type="radio"/> <b>Out of Budget</b></span>
<b>Direct Manager Name &amp; Signature</b>	
<b>Department Manager Name &amp; Signature</b>	
<b>HR Manager Name &amp; Signature</b>	
<b>CEO - Only for out of budget requests</b>	