Please complete this form and email to [professional.development@flinders.edu.au](mailto:professional.development@flinders.edu.au)

A consultant will be in touch within 2 working days to discuss your request.

*Please enter your responses in the column below*

|  |  |
| --- | --- |
| **Your name** |  |
| **Your College/Portfolio/Division** |  |
| **Date of request** |  |
| **Best way to contact you** |  |
| **What has prompted this request?** For example: - Workplace behaviour  - Identified skills development - Strategic objective - Change process - Performance goals Please provide as much background and detail as possible |  |
| **What other options, besides training, may work for this request?** |  |
| **What are the overall goals for the training?** For example: - Desired outcomes  - Indicators of success - Behaviour changes |  |
| **What is your timeframe for delivery?** |  |
| **Who is the target audience?** |  |
| **How many staff will be attending?** |  |
| **What reporting will be required at the end of the training?** For example: - Confirmation of attendance - Report on participant feedback |  |

*Thank you – we will be in touch soon*