SurveyNinja

Training request form

14 questions. About 4 min to answer.

The employee

1. Requestor name

2. What's your department?

3. What's your position?

4. How many years of experience do you have in this field?

Choose one answer.

- ○ Less than 1 year
- ○ 1–3 years
- ○ 4–6 years
- ○ 7–10 years
- ○ More than 10 years

5. What's your educational level?

Choose one answer.

- ○ No schooling completed
- ○ Nursery school to 8th grade
- ○ Some high school, no diploma
- ○ High school graduate, diploma or the equivalent
- ○ Some college credit, no degree
- ○ Trade/technical/vocational training
- ○ Associate degree
- ○ Bachelor's degree
- ○ Master's degree
- ○ Professional degree
- ○ Doctorate degree

6. Have you ever taken similar training courses?

Choose one answer.

- ○ Yes
- ○ No

The training

7. Which training course would you like to take to improve your professional skills?

Choose one answer.

- ○ Leadership and team management
- ○ Communication and presentations
- ○ Excel and data analysis
- ○ Foreign language for work

8. What would you like to achieve with this training course?

9. Strategic alignment: How does the training align with the company objectives?

10. Desired start date

Date: _____

11. What results do you expect?

Contact details

12. Phone number

Phone number: _____

13. Your email

E-mail: _____

14. Links to your social media accounts

Run it online for free

Copy this template to SurveyNinja, send the link and the answers go into a ready report with charts.

surveyninja.io/templates/training-request-form

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