



# Training Rollout Initiative Proposal

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

## Subject Matter

Topic: \_\_\_\_\_

Purpose/Desired Outcome:

New Product/Service  Increase competency

Procedural Change

## Participants

Target Audience: \_\_\_\_\_

Total Participants: \_\_\_\_\_

## Mode of Facilitation

Self Study- w/ Due Date  Instructor Led- Face to Face

Self Study- Self Paced  Instructor Led- Webinar

## Session Details

Estimated Session Length:

3 Hours  Multiple Days: \_\_\_\_\_

8 Hours  Other: \_\_\_\_\_

## Recurrence

Initial Recurrence:

1 Session  Multiple Sessions: \_\_\_\_\_

Ongoing Recurrence:

Quarterly  Annual

Semi-Annual  Other: \_\_\_\_\_

## Location

If Mode of Facilitation desired is Instructor Led- Face to Face, please indicate ideal location/s.

Largo  Palm Harbor

Clearwater Pointe  Other: \_\_\_\_\_

## Resources

Are there recommended resources available to assist Training Department:

SME: \_\_\_\_\_  Other: \_\_\_\_\_

Workbook: \_\_\_\_\_  Other: \_\_\_\_\_

## Additional Comments

\_\_\_\_\_  
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