

TRAINING REQUEST FORM

1/2

DATE RECEIVED: **NAME/CONTACT INFO:**

AUDIENCE

Who will we be training? What is their role? How many people?

**ALREADY
KNOW**

What do they already know about the topic? What training have they already received?

**ALREADY
DOING**

What are they already doing to address trafficking?

**TRAINING
GOAL**

What skills or knowledge do people need? What will success look like after this training?

HOW AND WHEN

*How would you like training delivered? How much time is allowed?
How soon do you want the training?*

BARRIERS

*What barriers or resistance do you anticipate to this training?
What barriers might staff face when trying to apply what they've
learned in this training back on the job?*

SUPPORT

*What is the agency's support for this training? What support is
available to staff once they return to work and want to implement
what they've learned?*

PROPOSED ACTIONS ***This is what I'm thinking...***

*What might we need to do before we train? Are there other people
we should invite to this training? What might we do after we train?*