

# Columbia College Training Request Form

## INTRODUCTION

Columbia College believes employees need to keep up to date and remain current within their discipline. From time to time this may require some specific training in order to continue in their role at the college.

Training activities could be individual or department based. Another possibility would be Train the Trainer when ongoing training is required. This could apply to workshops, webinars, seminars as well as classes for such things as software, new equipment, or online curriculum development.

Training is an activity that requires planning and budgeting with the President as well as Accounting (stakeholders). If training is required, the manager would identify who in their department should attend and the impact of scheduling the training. Once all information, including scheduling, cost and dates are identified, the President/Accounting and/or Designates would approve the training, if funding available.

When training has occurred, it is assumed the information gained would be shared with others, such as team members, managers, students or employers

Wherever possible, training should be within the city, or online. If an employee needs to have time away from work, it is preferred the training is scheduled so as to be the least disruptive to their department.

### Section 1 - Program Information – Submit to President

Program/Department:	Date
Manager:	Training Date & Time:

### Section 2 – Rationale for Training – Attach to this form, where necessary

Summary of Activity: Provide Course Outlines Does this activity relate to current program needs or program changes? Describe the Activity and reason for Training Does the training alter the program work schedule or require a change in schedule? Include Statement of Expenses  Other conditions may be required, depending on the training and employee situation.		
Trainer/Company:	Location:	Cost:

### Section 3 – Stakeholder’s Approval – All stakeholders Must Initial, President must sign

Who are the stakeholders? Why?	\$
Do the stakeholders approve? Please initial	
Invoice attached showing start and end dates?	
End Goal - Share with others, train others, ability to facilitate to others in future, suitable for another role at the college? Be specific	
President Signature:	Date:

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**Section 4 – Payment**

Approved Training forms with invoice can be submitted whenever available.

All invoices will be paid after proof of completion and any other requirements have been completed

If training started but not completed, the employee will be required to submit an explanation as to why and a resolution will be required before payment in full will be sent to the vendor.

The President and/or Managers have the right to ask the employee to share training experience with AC or other programs where applicable.

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Training Recipient Signature

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Date

For Accounting Use Only	
Completed:	Date: