DCYF Council on Organizational Learning
New Training Request Form

Requestor’s Name:
Title & Org:
Date submitted:

Part I: To be completed by person requesting new training

Name of training:

Brief Description (what will the participant be learning?):

Rationale (Why is this a need?):

Learning Outcomes:

Resources (books, videos, experts within DCYF, state, national):

Est. training hours/days:

Primary Audience:

Does subject matter have existing curricula?

What do you envision as CPE’s role in the development of this training? (i.e. scheduling, curriculum writing, identifying a trainer)
Part II To be completed by the contractor with the person requesting training:

Resources/ References for development:

Proposed Delivery Format:

Use of technology:

Role for youth and/or birth parent presenter:

Contact hours:

Suggested reading:

Recommended videos/pod-casts etc:

Additional materials:
Handout A:
Handout B:

Related trainings:

Competencies:

Recommendations of Content Experts and/or Instructors:
To be completed by Curriculum Committee

Recommend for development or not recommended?
Date:
Rationale for decision:

Source of Funding:

Suggested
   Contract or agency for course development:

   Stakeholders for expert input:

   Content expert writer:

   Trainers:

   Related Trainings: