

Please fill out the form below. Email or fax to Professional Education

**Part I – Introduction**

Company/Organization Name: \_\_\_\_\_

Please briefly describe your business: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Are **you** the key decision maker?                      Yes                      No

If not, please provide name of decision maker: \_\_\_\_\_

**Part II – Training Needs**

Is there an approved budget for this training? \_\_\_\_\_

Please provide the type of training you need: (For example: presentation skills, leadership skills, etc.)  
\_\_\_\_\_

Please describe thoroughly and clearly the outcomes desired by the training (s):  
(For example, "Participants need to become more dynamic and persuasive presenters.")

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Part III – Training Timeline**

Targeted Date(s) of Training: \_\_\_\_\_

Time of Day Preferred (if any): \_\_\_\_\_

**Part IV – Participants**

Please describe the participants attending training: (For example, engineers, managers, directors, etc.)  
\_\_\_\_\_

# of estimated training participants: \_\_\_\_\_

**Part V – Choose Training Location**

Does **your** facility have a \*room/space for the training?                      Yes                      No

Interested in the U of U Extension Sites\* such as Bountiful, Park City, Sandy, or Murray?  
If so, which one (s): \_\_\_\_\_

Other location? \_\_\_\_\_

\*Standard training space includes: white or chalk board, flipcharts, TV/VCR, computer/laptop projection capabilities, etc.