

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?

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, public speaking, 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, accountants, directors, etc.)

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

**Part V – Choose Training Location**

Does **your** facility have a \*room/space for the training?

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.