

REQUISITION FORM: LEARNING AND DEVELOPMENT
(To be filled by the Reporting Manager/ HoD/ Dean)

Development Needs			
1. Situation/Need based Request:	<i>[Describe the issue/challenge prompting this request.]</i>		
2. Type of Skills/Competencies to be Learned:	<i>[Brief description of the topics, skills, and competencies to be acquired]</i>		
3. Past Attempts to Address the Issue:	<i>Coaching</i> <i>Feedback</i> <i>On-the-job training</i> <i>Team briefing</i> <i>For any other, please specify:</i>		
4. Number of participants:			
5. Expected Start Date:	<i>[Minimum start time for the training program is 2 months from the requisition date]</i>		
6. Resources Available (If any):	<i>[Any documents or resources for training content.]</i>		
7. Budget:	<i>[How will this training be funded? Specify budget details.]</i>		
8. Remarks (If any):			
Reporting Manager / Head of the Department (HoD) / Dean			
Name:		Designation:	
School / Department:			
Date:		Signature:	