

# Sam Houston State University

## Staff Training Request

**Employee to receive training:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Department: \_\_\_\_\_

**Training Requested:**

Name: \_\_\_\_\_ Place: \_\_\_\_\_ Date(s): \_\_\_\_\_

Training Provide By: \_\_\_\_\_

**Justification:** (Explain how this training will improve the trainee's ability to contribute to the success of the University to meet its strategic goals.)

**Supervisor's Comment:** (Express your opinion on the value of this training relative to the mission of your Department.)

**Supervisor's Follow-up:** (After a reasonable time to observe the employee's performance write an evaluation statement relative to the value of the training.)

\_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Division V.P.: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_