# Training Plan Request Form

**Online training via Bridge**

[Human Resources: Online Training Procedures](#)

<table>
<thead>
<tr>
<th>DATE:</th>
<th>SUBMITTED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POSITION/TITLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT/ACADEMIC UNIT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Brief summary of your training topic (100 words or less):**

**Will this training be developed internally or will you be using third-party content?**

**Who will develop the training content? This person will serve as Subject Matter Expert (SME):**

**Who will be assigned to complete this training:**

- [ ] Not assigned, this is an optional/developmental training
- [ ] Faculty
- [ ] Staff
- [ ] Adjunct Faculty
- [ ] Student Employees
- [ ] Specific group based on job function

**Notes:**

---
When will the training be assigned:

What is the deadline for completion?

What is the process for follow-up on non-completion?

Identify frequency of training; i.e., does this need to be retaken annually?

Who will be responsible for tracking completion rates and conducting follow-up?

Submit completed form
(and/or direct questions not answered by HUMAN RESOURCES: Online Training Procedures)
to the Campus Training Administrator
Hikmet Loe: hloe@westministercollege.edu

you will be contacted after internal review

Training Administrator: ___________________________  Executive Director, Human Resources: ___________________________
Received date: ___________________________  Training Category: ___________________________
Group Manager: ___________________________  Final approval: ___________________________