ASIALINK GROUP OF COMPANIES

HRD Training and Development

Training Request Form

Name:_____ **Date:** _____

Company:_____ **Department:** _____

I. <u>Details of the Training you want to attend:</u>

☐ **External** (outside Training Provider)

(If you have already an identified program, kindly fill-out the items below and attach the details)

Title of Training:

Training Provider:

Date:

Venue:

Cost of Training:

☐ **Internal** (provided by HRD)

- ☐ New Employee Orientation
- ☐ 5s in the workplace
- ☐ Telephone Etiquette
- ☐ Customer Service
- ☐ Business Grammar
- ☐ Time Management
- ☐ Stress Management
- ☐ Others (Please specify)

_____

- What skills or technical knowledge do you want to improve?

(This portion will be filled out by the *immediate supervisor/ head*)

Recommendation:

_____

_____

_____

Recommended for approval by:

_____ _____

Department Head/Immediate Supervisor Training Officer/ Group Head for HR

Approved by:

_____

General Manager

***(Note:** For trainings which costs above **<u>Php.20, 000</u>** EXCOM's approval is required reference our Training Policy)*

Approved by:

ROL RBJ RYL AYL ALP RYL3 AVA RAP CFRD