**Organisational Development Business Request Form**

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| **To be Completed by Service** |
| Requested By  |  |
| Contact Tel |  |
| Service/Department |  |
| Date of Request |  |
| Proposed Training Event or Product |  |
| Desired Learning Outcomes  |  |
| Target Audience |  |
| Estimated No of Participants |  |
| Estimated Delivery Date |  |
| Any Special Requirements |  |

Please email the completed document to the Organisational Development mailbox

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| **To be completed by Organisational Development** |
| Approved | YESNO DATE |
| Reason for Refusal, if applicable |  |
| Service Notified | YESNO DATE |
| Assigned to |   |
| Date Noted in Planning Schedule |  |
| **A member of Organisational Development will contact you to finalise arrangements** |

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| **Meeting Notes:** |
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