



# Training Request

Effective and easy to manage training request for your organization.

**D**o you find it a chore when your team leaves you trails of paperwork when applying for training requests? Do you find a hassle of having to go through administrative staff to seek approval for training requests? Save troubles by creating training requests forms online.

The training request system streamlines communication between the managers and employees and facilitates efficient management of the duration and time available to carry out trainings. This ensures that the training dates requested are properly monitored, where everybody can apply and view training records at your fingertips anytime, anywhere – without the hassle of having to go through admin staff.

## Why customers use Training Requests applications

- ▶ Application allows synchronizes user's data at one glance
- ▶ Easier to manage participation rate of the training course
- ▶ Approval could be confirmed or rejected faster

## Organization distributed by Many Groups or Locations

- Faster way of managing users training for different groups, locations, countries outside of Head Quarter Office
- Allowing Global Admins to immediately have information from isolated or remote location users on their needs

All user can manage their schedule online

## Audit Logs for Compliance & Accountability

- All your changes with regards to schedule can be modified on the application immediately.
- Training requests can be scheduled at the earliest time possible

Work smarter and get more out of O365 applications

## No Compromise on Work Efficiency

- Training requests can be done without the hassle and delay of administrative staff.
- Accessible anytime, anywhere.

Results-oriented

# Training Request



Back to Site Training Request

Save Cancel Print to PDF

Gold! Cloud Productivity  
Gold! Collaboration and Content

Training course name

Training Start Date  12 AM 00 Training End Date  12 AM 00

Training venue

Manager Name	Approval Status	Manager Approved Time
<input type="text"/>	Not Started	<input type="text"/> 12 AM 00
Director	Approval Status	Director Approved time
<input type="text"/>	Not Started	<input type="text"/> 12 AM 00
HR	Approval Status	HR Approved Time
<input type="text"/>	Not Started	<input type="text"/> 12 AM 00

Supporting Documents  
+ Add Attachment

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Approval Status

Manager Name

Approval Status

Training Request

Director

Approval Status

Director Approved time

HR

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HR Approved Time

Supporting Documents

