

## TRAINING AND DEVELOPMENT APPROVAL FORM

Employee Information		
<b>First Name</b>	<b>Last Name</b>	<b>Department</b>
<b>Phone Number</b>	<b>Email Address</b>	<b>Job Title</b>

Training Program/Course Details		
<b>Course Title</b>	<b>Provider/Organization</b>	<b>Training Cost</b>
<b>Location</b>	<b>Duration</b>	<b>Start Date</b>

Justification
<b>Training Objectives (Describe how this course aligns with your current role and the skill/knowledge you aim to acquire)</b>
<b>Benefits to the Company (Explain how this training will benefit the company and contribute to your effectiveness)</b>

Approver Information	
<b>First Name</b>	<b>Last Name</b>
<b>Job Title/Position</b>	<b>Date Approved</b>

I have reviewed the training request and approve the employee's participation based on its relevance and potential contribution to the employee's professional development and the company's objectives.

**Signature:**

**Signature Date:**