

## IN-SERVICE TRAINING

E 065-i-1 H 0-1-								
For Official Use Only								
Selected:	Yes	No						
Cohort								
Attended:	Yes	No						

			TI	RAINING RE	EQUEST F	ORM	Attended:		Yes	No
partment of	tne Pur		<u> </u>	.			C-1	+ C - J		
Date:			Programme:				Conor	t Code:		
Departmen	ıt:		] ]	Division:		J	Unit:			
			SEC	TION I: PRE-TR	AINING INT	ERVIEW				
PART A:		NOMINEE IN	JFORMA'	<b>TION</b> (To be compl	eted by the Nom	inee)				
First Name	:			Middle Name:		Last 1	Name:			
Staff ID:		Position:							Grade	:
Email Addı	rece.						Con	tact #:		
	1033.							itact //.		
PART B:		NOMINATIN	G OFFIC	ER (To be completed	d by the nominee	e's immediate	supervisor)			
First Name	::			Middle Name:		Last 1	Name:			
Staff ID:		Positi	ion:				Contac	ct #:		
∟ Email Addı	ress.									
	1035.			ES (To be completed						
	•	Transitioning to Re	etirement or sor requesting	be completed if the Stress Management programmer growing the training: (Check waired for the employ	gramme. only ONE option)	)		)rrentation	n for I	New Entr
	The For the	r main reason for knowledge and sl he employee's pe employee require	or requesting kills are requesting the known	Stress Management pro	gramme.  only ONE option) ee to perform his nt erform in another	s/her current		Orientation.	n for I	New Entr
	The For the The	r main reason for knowledge and sl he employee's pe employee require	r requesting kills are requestional/properties the know kills will help	Stress Management prog g the training: (Check quired for the employ ofessional development wheeldge and skills to pe	gramme.  only ONE option) ee to perform his nt erform in another	s/her current		Orientation	n for I	New Entr
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2. What Out Out	The For the The Other Come 1	r main reason for knowledge and sl he employee's pe employee require knowledge and sl er (please specify) u expect the emp	r requesting kills are requestional/procesthe know kills will help	Stress Management prog g the training: (Check quired for the employ ofessional developme yledge and skills to pe lp enhance the emplo	only ONE option) ee to perform his nt erform in another oyee's job perform	s/her current r post mance	duties.			
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2. What Out Out Out	The For the The Other Come 1 come 2 come 4	r main reason for knowledge and sleep the employee's permitted by the employee requires knowledge and sleep (please specify) are the employee the em	r requesting kills are requestional/procesthe know kills will help	Stress Management prog g the training: (Check quired for the employ ofessional developme yledge and skills to pe lp enhance the emplo	only ONE option) ee to perform his nt erform in another oyee's job perform	s/her current r post mance	duties.			
2. What Out Out Out Out	The For The Other Come 1 come 2 come 3 come 4 come 5	r main reason for knowledge and sleep the employee's per temployee require knowledge and sleep (please specify) to expect the employee	r requesting kills are requestional/procesthe know kills will help	Stress Management prog g the training: (Check quired for the employ ofessional developme yledge and skills to pe lp enhance the emplo	only ONE option) ee to perform his nt erform in another oyee's job perform	s/her current r post mance	duties.			
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2. What Out Out Out Out Out	The For The Other Come 1 come 2 come 4 come 5 come 6	r main reason for knowledge and sleemployee's per temployee require knowledge and sleer (please specify) at expect the employee the emp	or requesting kills are requesting ersonal/properties the known kills will help bloyee to be	Stress Management programmer groups the training: (Check quired for the employ of the employ of the employ of the employ of the employ enhance the employer able to do different the employer able to do do different the employer able to do do different the employer able to do	gramme.  only ONE option) ee to perform his nt erform in another oyee's job perform ly after completing	s/her current post mance  g the training	duties.	e? (list at l	least 3	
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1. What are a second of the content	The Form The Other Come 1 come 2 come 3 come 4 come 5 come 6	r main reason for knowledge and sleep the employee's permutation of the employee requires the knowledge and sleep (please specify) to expect the employee the emp	r requesting kills are requesting kills are requesting ersonal/properties the know kills will help bloyee to be bloyee to be ally agree to be completes	Stress Management programment groups the training: (Check quired for the employ of sessional development redge and skills to per ledge and skills to p	gramme.  only ONE option) ee to perform his nt erform in another oyee's job perform  ly after completing  ninee in collabora erview to be concome, to discuss Se	s/her current r post mance  g the training tion with the ducted (betweetion 2 of the	duties.  g programmo  Nominating een Nomine	e? (list at l	least 3	outcomes
2. What Out Out Out Out Out Out Out three (3) me	The For The Other The Othe	r main reason for knowledge and sleep the employee's per temployee require knowledge and sleep (please specify) to expect the employee	r requesting kills are requesting kills are requesting ersonal/properties the know kills will help bloyee to be bloyee to be ally agree to be excompletes	Stress Management programment groups the training: (Check puired for the employ of sessional development reledge and skills to perfect the employed and skills to perfect the employed able to do different the employed able to do different the employed and skills to perfect the employed able to do different the employed able to do	gramme.  only ONE option) ee to perform his nt erform in another oyee's job perform ly after completing ninee in collabora erview to be concurred to discuss See	s/her current r post mance  g the training tion with the ducted (betweetion 2 of the	Nominating een Nomine is form.	e? (list at l	least 3	outcomes

					2: POST-						
4.	Which of your	outco	omes from Part C, Que	estion	2 did the	training	addre	ss and to	what ext	ent v	were you able to meet them?
		Fully	7	3: M	ostly	2: I	Partial	ly	1: N	ot A	t All
	ome 1:										
	ome 2:										
	ome 3:										
	ome 4:										
	ome 5:										
Outc	ome 6:										
5.	To what extent	have	you been able to put	nto p	ractice wh	at you le	earned	from the	training	prog	gramme?
	4: To	o a la	rge extent 3:	To so	me extent		2	2: To a litt	tle exten	t	1: Not at all
6.	•		2 for Question 5, plea		dicate you	reason	s. (tick	all that a	pply)		
			s not useful for my job	)							
			not to use it								
			encouraged to apply it								
_			necessary support from		_						
-			necessary support from	n coll	eagues						
-	· ·		orities at work								
	Other (please specify)										
7.	7. What help do you need to be able to put into practice what you learned?										
L	DI :	٠ ٠		.1 .			11 1		1		CC : 1 / CC : 1
8.	Please give spec	C1f1C 1	nstances, if any, where	the ti	aining hel	ped you	disch	arge your	duties n	nore	efficiently/effectively.
9.	On a scale of 1	10	(with 10 being the big	host) :	alanca rata	the orre	#011 xzo	lue of the	training	nro.	gramme to you, in terms of how it
9.			arge your duties at wo		picase rate	the ove	ian va	nue or the	шашше	, pro	gramme to you, in terms of now it
	1 ,		ting								
									,		. —
10.	Do you require	any a	additional training to h	elp yo	u perform	your cı	ırrent	duties at	work?		Yes No
11.	If yes, please sp	ecify									
Date	1.1	777777	Supervisor's		Full	Name			Super		·'s
Inter			Name:						_ Divisi	on:	
Supe	rvisor's Position	: _					Depa	rtment:			
Emp	loyee										
Com	ments:										
-	rvisor's										
Com	ments:										
C	write own		C:~				E	Novem			Ciornotes vo
Supe	rvisor:		Signature				cmp	oloyee:			Signature

*Updated: May 30, 2019* pg. 2