



TRAINING REQUEST FORM

Please take a moment to complete the Training Request Form.

Thank you for your interest in training with the Power Academy at Siemens PTI!

Date of Request: ____ / ____ / ____

Primary Contact Person

First and Last Name:

Job Title: _____

Company Name: _____

E-mail: _____

Work Phone: () _____ - _____

Which training service are you interested in?

Please check all that apply:

- ☐ A. On Demand Course/s
 - ☐ B. Alternative to a Scheduled Course
 - ☐ C. TNA (Training Needs Assessment)
 - ☐ D. Training Program
 - ☐ E. Workshop
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If you checked either A or B above, please indicate the delivery method you are interested in:

Please check all that apply:

- ☐ Multi Company – Classroom
- ☐ Multi Company – Webcast

☐ Single Company – Classroom

☐ Single Company – Webcast

☐ Host – Classroom

Please note, for Multi-Company delivery methods, your request will be held in a database and you will be notified once sufficient interest is obtained.

Multi Company – students from different ISO/ RTO/Utilities all come together to one of our North America (USA and Canada) training locations or connect online via a live webcast delivery. This method provides the medium to learn with others, which is the fast way to develop new skills and ideas.	Single Company – onsite and customized training services just for students at one company. This type of training can be customized to suit the specifics of that company and reduces time away from the office with the instructor traveling to the site or online via a live webcast delivery	Host (Classroom Only) – your company provides the training location, catering, and your company receives significant discounts in return. The course is then opened to other companies to join the training.
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Course Name/s (from catalogue)

For Single Company delivery would you like this training to be customized? If so, please provide specific details below:

If you checked option C above, please answer the questions below:

1. Which departments would you like to be surveyed (i.e. planning, operations etc)?

2. Approximately how many employees would you like to be surveyed? _____

If you checked option D above, please answer the questions below:

1. Which topics would you like the training program to cover? _____

2. What would be the desired length of the training program? _____

3. What percentage split of classroom vs online would you be interested in (i.e. 40% online, 60% classroom) _____

4. Which delivery method are you interested in? Please check your selections below:

☐ Single Company

☐ Host

Single Company – onsite and customized training services just for students at one company. This type of training can be customized to suit the specifics of that company and reduces time away from the office with the instructor traveling to the site or online via a live webcast delivery	Host (Classroom Only) – your company provides the training location, catering, and your company receives significant discounts in return. The course is then opened to other companies to join the training.
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If you checked option E above, please answer the questions below:

1. Which study would you like the workshop training to be conducted for? _____
2. What is the desired length of the workshop training? _____

Please answer the following general questions that apply:

1. Where would you like this training to be delivered (exact address of training room/facility)? City, State, and Country: _____
2. What is the preferred timeframe for delivery of this training/service?
_____ (e.g., "in 8-10 weeks" or "summer 20**")
3. What is the number of students for this training? _____
4. Which department/s are the students attending from (i.e. planning, operations etc)?

5. Please describe the need for this training course/service and how it will benefit your company and participating students: _____
6. How did you hear about The Power Academy? _____
7. Please let us know of additional comments, concerns, or questions in the space below:

Thank you for submitting this training request!

The Power Academy staff will follow up with you within 1-2 days to determine how best to meet your training needs.

Please email your completed training course request form to: **power-academy.us@siemens.com**

Please save a copy of this completed training request form for your records.