

Training Request Form

Please note all Course Details will be sent to personal e-mail accounts.

SECTION A – GENERAL			
Name:			
Position:			
Employer:			
Country:			
SECTION B – TRAINING / COURSE DETAILS			
Course / training requested:			
Course prefer date:			
Requested provider/country:			
SECTION C – CONTCAT DETIALS			
Focal point contact details:		Date:	

PLEASE EMAIL COMPLETED FORMS TO SKILLSPool@WOODGROUP.COM

- To help us to process this request as quickly as possible, please ensure all relevant information is included above and the appropriate approvals are noted.
- We will endeavour to confirm course bookings within 7 days of receipt of a Training Request. Full Joining Instructions will be issued nearer the date of the course. If these have not been received one week prior to the scheduled course, please contact the Skills Pool team.
- Please ensure that you inform the Skills Pool team if you are unable to attend the course for any reason as failure to attend courses and any related accommodation and travel arrangements can incur unnecessary costs.