

Required Training Documentation

Please return this form to the staff development office within six months of completing training.

Name:

Title of Training:

Date(s) Attended:

List the ways you have used this training. You may also list presentations scheduled but not completed. Indicate ways you plan to use this in the future. A reminder will be sent three weeks prior to the date if form has not been received.

1.

2.

3.

4.

5.

Would you recommend this training to others? Yes No

If this form is not returned, requests for other training will not be granted.

Return this form to:

Federal Relations & Staff Development Coordinator

UWE

1000 E. University Ave., Dept. 3354

Laramie, WY 82071