

# HARVARD

## CAMPUS SERVICES



### **Campus Services Training Intake Form**

The following questions are intended to help determine the need and scope of training requests from CS departments.

1. What is the purpose of the training? (Upskill staff/managers; raise awareness on a topic; solve a problem/issue). If the training is meant to solve or resolve an issue, what is the issue?

Or how might this training fit into a more strategic learning path that helps to meet business unit goals.

2. Is the training part of a strategic learning & development plan that aligns to the goals of the business unit?
3. Who is the audience for the training?
4. Does the training exist in some format at CWD (Bridge), the training portal (LinkedIn Learning) or through KGA?
5. Does the training need to be developed?
6. Will the training be virtual, classroom style?
7. Do you need interpretation for content?
8. What is the timeline for the training? Is this an urgent need, or a request for training for a future date (summer, winter, etc.)?
9. Is the need for this training recurring (quarterly, annual, etc.)?