



Training and Development Request Form
طلب تدريب

Date of Request:	
Requestors Information	
Name:	
Job Title:	
Department/Location:	
Phone:	
Email:	
Description of Request (What are you looking for?)	
.....	
The expected Outcome (What are you expected to obtain?)	
.....	
Additional Comments	
.....	
<ul style="list-style-type: none">• Submit the form to HoD (for faculties)/College manager (for Employee and technicians) via <i>Enjaz</i> .• Track your request through <i>Enjaz</i>.	

Note: Training includes: E.Learning (such as BB), Lab Instruments..etc