TRAINING INFORMATION

Please fill out the form below so that we may create a syllabus for the training being provided. For your convenience the form may also be filled out on line at http://www.jalc.edu/cbi/instructorresources.html

Organization: _______________________________________________________________

Instructor Name: _____________________________________________________________

Training Name: _______________________________________________________________

Center for Business & Industry Contact: _________________________

TRAINING DESCRIPTION: ________________________________________________________________________________

OBJECTIVES: (By the end of this training students will be able to)

1.

2.

3.

4.

5.

OUTLINE/AGENDA: _____________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________