**Women and Girls Network**

**Pro Forma for External Training Enquiry**

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| --- | --- |
| **This information will be used to inform a contract if any training is requested and agreed. Please could you complete all sections with an \* in the box. Thank You!** | |
| **Commissioner / Organisation** | **\*** |
| **Contact Name** | **\*** |
| **Job Role** | **\*** |
| **Address** | **\*** |
| **Telephone** | **\*** |
| **Email** | **\*** |
| **Web address** | **\*** |
| **Date** | **\*** |
| **Event Title** | **\*** |
| **Aim of training / Event** | **\*** |
| **Target Audience** | **\*** |
| **Number of Delegates** | **\*** |
| **Learning Objectives for Training** | **\***  **\***  **\*** |
| **Background Information / Context for Request**  **(e.g. where the need for training has arisen)** | **\*** |
| **Date(s) and times training is requested** | **\*** |
| **Training Location / Address** | **\*** |
| **Room Equipment Provision**  Laptop, projector, screen, flip chart stand / paper marker pens | **\*** |
| **Any Other issues / comments** |  |
| **Please return completed form to:**  [**training@wgn.org.uk**](mailto:training@wgn.org.uk) |  |