

PROFESSIONAL DEVELOPMENT REQUEST FORM

To request our services, fill out and return this form to the **CMY Training Unit** – email info@cmy.net.au or fax (03) 9349 3766.

Contact Details

Today's Date: _____
Name: _____
Organisation: _____
Position: _____
Postal Address: _____
Phone: _____
Fax: _____
Email: _____

What type of service do you require?

Training Seminar
Guest Presentation Keynote / Lecture
Leadership Training
for Young People
Other: _____

Timeframe

Full Day Half Day Evening Series
Other _____

Proposed Date and Time: _____

Venue Address: _____

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Audience Profile? (i.e. number and profile of participants – what types of agencies, roles)

How have you identified the need for the training?

What has led to the need?

What do you want participants to be able to DO better as a result of this training?

Suggested topics to be covered:

Request Terms and Conditions

Timeframe and Response

CMY requires at least 14 days prior notice for training requests. CMY will confirm its availability to undertake your request. There may be times when CMY trainers are not available to undertake your request.

Training Proposal and Fee

If CMY is able to undertake your request, we will provide a training proposal for your approval. The proposal will include an outline of the training session and a fee based on training development, delivery and resource packages. Negotiable fees are available for community groups.

Cancellation Policy

If cancellation occurs:

3 weeks prior to delivery date a 30% development fee will be incurred

2 weeks prior to delivery date a 50% development fee will be incurred

1 week prior to delivery date an 80% development fee will be incurred

1-2 days prior to delivery full development fee charged

If the delivery of the session is cancelled on the training day a 50% cancellation delivery fee will also be incurred. CMYI may waiver this fee for exceptional circumstances