

HPP TRAINING REQUEST FORM

Requestor Name	_____	Address	_____
	_____		_____
POC Title	_____		_____
	_____		_____

After completing this form, please submit it to VACOAH@VA.GOV

What is the purpose of the presentation?
What is the topic of subject matter being presented?
Who is/are the targeted audience(s) (i.e. Supervisors and managers, VA employees, employees within Administrative Support (internal and external, etc.)?)
What is the estimated size of the audience? Is the participation voluntary or mandatory?
What are the dates being proposed for the presentation? How much time has been set aside for the presentation? Where will the session be conducted?