



HUMAN RESOURCES

111 N.W. 1st Street, Suite 2110

Miami, FL 33128

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E-mail: delneum@miamidade.gov

EMPLOYEE DEVELOPMENT TRAINING APPLICATION

1. Request supervisory approval.
2. Incomplete applications will be returned to employee.
3. **Applications should be** interoffice-mailed to SPCC Bldg Government Center 21st floor ATTN Delores Neuman, or faxed **to 305-375-3063**.
4. **48 hours** advance notice is required to cancel a class.
5. Applicants who arrive 15 minutes or later to class will be asked to reschedule the class.

Classes will be held in the Stephen P. Clark Center, Rooms either 18-A or 18-B (18th floor)
 There will be a sign near the west elevators on the 18th floor assigning room locations.

<p>_____ Last Name First Name</p> <hr/> <p>_____ Employee Number</p> <hr/> <p>_____ Department / Division / Locator # (DDL)</p> <hr/> <p>_____ E-mail address</p> <hr/> <p>_____ Work Number Alternate Number</p> <hr/> <p>_____ Current Classification (Title)</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; border-bottom: 1px solid black;">DATE</th> <th style="text-align: center; border-bottom: 1px solid black;">COURSES</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">1. <input type="checkbox"/> CSCN Customer Service</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">2. <input type="checkbox"/> GRAM Grammar Clinic</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">3. <input type="checkbox"/> IMEN Interviewing Made Easy</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">4. <input type="checkbox"/> MMN Mind Mapping</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">5. <input type="checkbox"/> STMN Stress Management Skills</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">6. <input type="checkbox"/> TMSN Time Management Skills</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">7. <input type="checkbox"/> VCDN Valuing Cultural Diversity</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">8. <input type="checkbox"/> VIWN Violence in the Workplace</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </tbody> </table> <hr/> <p style="text-align: center;">_____ Immediate Supervisor's Name (Please Print)</p> <p style="text-align: center;">() _____ Phone Number</p> <hr/> <p style="text-align: center;">Course Fee(s): \$ 50.00 per class</p> <p>INDEX CODE : </p> <p style="font-size: small; text-align: center;">Application(s) missing the department's index code WILL NOT be processed.</p>	DATE	COURSES	1. <input type="checkbox"/> CSCN Customer Service	_____	2. <input type="checkbox"/> GRAM Grammar Clinic	_____	3. <input type="checkbox"/> IMEN Interviewing Made Easy	_____	4. <input type="checkbox"/> MMN Mind Mapping	_____	5. <input type="checkbox"/> STMN Stress Management Skills	_____	6. <input type="checkbox"/> TMSN Time Management Skills	_____	7. <input type="checkbox"/> VCDN Valuing Cultural Diversity	_____	8. <input type="checkbox"/> VIWN Violence in the Workplace	_____
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Supervisor's or Authorizing Signature

Approval Date