

For LHR use only	
Reg:	Finance:
Confirm:	Db:

THE UNIVERSITY OF MICHIGAN LIBRARY Request for Staff Development Funding

Name: _____ Date: _____

UMID Number: _____

Uniqname: _____ Phone: _____

Unit Name: _____ Address: _____ Bldg. Zip: _____

<input type="checkbox"/> Administration <input type="checkbox"/> Business & Finance <input type="checkbox"/> Collections <input type="checkbox"/> Information Technology <input type="checkbox"/> Learning and Teaching <input type="checkbox"/> MPublishing <input type="checkbox"/> Operations <input type="checkbox"/> Research

Job Family: <input type="checkbox"/> Librarian <input type="checkbox"/> Staff <input type="checkbox"/> ULA

Title of Workshop (attach descriptive material, if available):

Date of Workshop _____ **Workshop Code** _____ **Cost*** _____

(HRD only) (*if wkshp. includes other costs you are claiming, (i.e., travel) please use the "Request for Travel Funding" Form)

Time(s) of Workshop _____

Sponsoring Organization
 Human Resource Development (HRD)
 Information and Technology Services (ITS)
 Other (Please Specify) _____

Employee: Describe how this workshop relates to your current job assignment, including plans to implement what you learn when you complete the training. Please be specific by identifying a project, activity, or performance improvement that will be addressed.

(Employee Signature)

Supervisor: Indicate your agreement with the employee's statement and/or describe other goals that you have for the employee as a result of participation in this workshop. Also indicate the degree of urgency of the training (i.e., needed immediately, within the next six weeks, year, etc.)

Time to Attend Workshop
Approved: ___ Yes ___ No

(Supervisor Signature)

Within approximately 8 weeks of the workshop, you as the supervisor, may be asked to provide an evaluation of the degree to which you staff member's attendance at the workshop has influenced either the staff member or the unit as a whole.

Staff Development Office:

Funding Approved: ___ Yes ___ No

Comments:

(Authorized Signature)