

## PROFESSIONAL DEVELOPMENT REQUEST FORM

### Contact Details

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Position: \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### What type of service are you requiring?

Training  Seminar

Guest Presentation  Keynote/Lecture

Leadership Training for Young People

Other: \_\_\_\_\_

### Timeframe:

Full Day  Half Day  Evening  Series

Other  \_\_\_\_\_

**Proposed Date & Time:** \_\_\_\_\_

**Venue Address:** \_\_\_\_\_

\_\_\_\_\_

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

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How have you identified the need for the training?

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What has led to the need?

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

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Suggested topics to be covered

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**Request Terms and Conditions**

**Timeframe and Response**

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

**Training Proposal and Fee**

If CMYI 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

**Return Form to:**

CMYI Training Unit  
Email: [info@cmymi.net.au](mailto:info@cmymi.net.au)