

AHO TRAINING REQUEST FORM

Originator
Name

Address

Job Title

City

VA/ORM
Office

Telephone

After completing this form, please submit it to VACOAHO@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?

What are the desired outcomes?

What knowledge, skills, or abilities do you want participants to gain as a result of this session?