



CEA Training Request Form

This form is for CEA Members and Non-member.
If you are not a CEA Member, you can [join today!](#)

YOUR CONTACT INFORMATION

(Fields in **Bold*** are Required Information)

Your First Name*:

Your Last Name*:

Job Title:

E-mail Address*:

Company/Organization*:

Co./Org. Address:

City:

State/Province:

Zip/Postal Code*:

Country:

Daytime Phone*:

Ext.:

Fax Number:

TELLS US ABOUT YOUR TRAINING NEED

What type of training product or service do you need? (Select all that apply)

| | | | |
|--------------|----------|---------|-------|
| Audio | Onsite | Offsite | Video |
| Consultation | Software | Online | Other |

If other, please specify:



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Please list your most current training need and any future training needs:

| CATEGORY | CURRENT | ANNUAL NEED? | NEXT PRIORITY | ANNUAL NEED? |
|-----------------------|---------|--------------|---------------|--------------|
| HEALTH & SAFETY | | | | |
| LEGAL COMPLIANCE | | | | |
| LEADING PEOPLE | | | | |
| WORK STANDARDS | | | | |
| PROFESSIONALISM | | | | |
| WORKER'S COMPENSATION | | | | |

Please describe how you envision/see your current training taking place. (be specific) For example: *Onsite and online - Diversity Training, 5 employees, 2 supervisors, and 3 managers, on Thursday, November 23, 2009*



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What other training products or services do you think your organization need to fully meet your current training need?

THANK YOU

We thank you for your training request. Please:

1. Save this file
2. Send your saved file to ceainfo@employers.org
3. **OR** print and fax this form to (916) 921-6010

Our Director of Training and Education will contact you as soon as possible, to meet your organization's training needs. Don't forget about these training options, too!

CEA Online Training: With a near-limitless collection of critical business topics and skills, our e-learning program vendor will help you coordinate online or e-learning when and where you need it. With so many straightforward, engaging topics, you can plan and develop your people leaving the office or leaving their home. You can start and stop programs, based on the needs of the business and complete the program when it's convenient for them, you, or the business. Train your people or develop your own skills. Day or night – the Business Training Library never closes!

CEA Audio Conferences: Lunch has never been more exciting when you can tune into business discussions with people just like you. You can hear and discuss today's essential business topics that beg an answer. And, who knows better than a seasoned consultant and a virtual room filled with business and professional minds like yours. This is your 1 hour escape, to re-tool and improve your business operation better and faster.

CEA Employer Forums: Monthly forums provide employers with a time and place where real conversations, discussions, and connections happen around business-building information best conveyed face-to-face. Come spend an afternoon with your peers, learn something, and share your unique perspective on the forum's topic.

CEA Training Videos: You can now find the right video for your existing training programs or newer ones as you build them. With a generous CEA video discount, you can purchase training videos from the Richardson Company. The Richardson company is now making available its vast video training library specializing in the training needs of both employees and leaders alike.

CEA Employment Training Boot Camp: This CEA program quickly helps employers overcome issues identifying, equipping, and placing people into traditionally hard-to-fill jobs. This program has helped the manufacturing, customer service, and construction industries.

CEA Safety Training Video Lending Program: Don't forget about our video lending library for that extra bit of something your trainings might be missing. A picture is worth a thousand words, so use these free member-only resources the next time you do safety training at work.

Visit us at <http://www.employers.org/services/CEATrainings.asp>