



## Consulting, Customized Facilitation and Training Services Request Form

The Center for Achievement in Public Service (CAPS) supports the leaders and managers of Vermont State Government in their efforts to attract and retain an engaged, high performing workforce. We offer a variety of services, including: organizational development and consulting; leadership team development; facilitation of strategic, workforce and succession planning processes; needs assessment to determine nature and scope of training or consulting need; and specialized training. We also support the work of supervisors and managers in applying the skills they learn in supervisory and management training through coaching and team-building services. Please contact us at 802-828-2751 to discuss and explore the possibilities.

**Instructions:** Please complete this form and once it is completed, click on the Submit button. This will open an email in your Outlook software to send the form to our group email address; add any additional information and click Send. Once the form is received, a member of the CAPS team will contact you.

### CONTACT INFORMATION

Name (Manager initiating this request):

Position Title:

Agency/Department/Division or Organization:

E-Mail:

Phone:

Date of Request:

Address:

### REQUEST INFORMATION

Description of service being requested, and why:

**If you are requesting a training or workshop, please answer the following questions.**

Desired delivery date(s):

Preferred Duration:

Approximate number of participants:

Preferred Location:

Nature of the group being served (level in organization, type of work being done by group):

Please indicate the type of service(s) requested:

- |   |  |
|---|--|
| <input type="checkbox"/> Organizational development/Consulting  | <input type="checkbox"/> Strategic, workforce or succession planning |
| <input type="checkbox"/> Organizational needs assessment  | <input type="checkbox"/> Strength-based team development             |
| <input type="checkbox"/> Retreat or special meeting/process facilitation  | <input type="checkbox"/> Communication and/or conflict management    |
| <input type="checkbox"/> Team development for leaders/managers/supervisors/work units/worksites (i.e. communication, conflict management, morale and motivation, professional conduct/standards, managing change, etc.) |  |
| <input type="checkbox"/> Assessments (MBTI®, StrengthsFinder®, FourSight Problem Solving®)<br><i>Note: Additional costs may be associated with assessments.</i>   |  |
| <input type="checkbox"/> Other, please describe:  |  |

What has prompted you to make this request? Please include underlying or anticipated issues, challenges and causes.

What outcome(s)/organizational benefit(s) do you hope to achieve through this project?

Who is your HR Representative and have you engaged him/her in any capacity to assist you with this request?

HR Representative's Name:  No  Yes

If yes, what activities have occurred to date?

Other information or comments regarding this request:

Have you used CAPS (or The Summit or Cyprian Learning Center) customized services in the past?

No  Yes If yes, what services were used?

How did you hear about CAPS?