



City of Albuquerque
 Employee Learning Center
 1 Civic Plaza NW
 Basement, City Hall
 (T) 505-768-3200 (F) 505-768-3295
Training Registration and Approval Form

Program: Supervisor Development Program

Time: 8:00am – 5:00pm every Wednesday for 8 weeks

Location: Employee Learning Center, Basement of City Hall

Cost: \$200 per participant

Session Dates (Please select one):

SDP 20-1	SDP 20-2	SDP 20-3	SDP 20-4	SDP 20-5
07/31/19- 09/11/19	9/18/19- 10/30/19	01/08/20- 02/26/20	03/11/20- 04/29/20	05/06/20- 06/24/20

Participant Information

Full Name:		Employee ID #:	
Department:		Division:	
Job Title:		Grade:	
Work Phone:		Work Email:	
Date of Hire:		Supervisor position start date:	

Supervisor Information

Supervisor:		Supervisor's Initials:	
Work Email:		Work Phone:	

Funding Source

Fund:		Account #:	
Department #:		PC Bus. Unit:	
PC Project:		PC Activity:	

Requirements: All funding information must be provided.
 The Director's signature serves as approval for fees and attendance.

Director's Name (Print) Director's Signature Date