City of Albuquerque

Employee Learning Center

1 Civic Plaza NW

Basement, City Hall

(T) 505-768-3200 (F) 505-768-3295

employeelearningcenter@cabq.gov

Registration forms must be submitted via email or fax.

**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 23-1** | **SDP 23-2** | **SDP 23-3** | **SDP 23-4** | **SDP 23-5** |
| 07/13/2022-08/31/2022 | 09/14/2022-11/02/2022 | 01/11/2023-03/01/2023 | 03/08/2023-04/26/2023 | 05/10/2023-06/28/2023 |
|  |
| **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: |  |
| Source Type: |  |

**Requirements:** The Director’s signature serves as approval for fees and attendance.

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