



City of Albuquerque
 Employee Learning Center
 1 Civic Plaza NW
 Basement, City Hall
 (T) 505-768-3200

employeelearningcenter@cabq.gov

Registration forms must be submitted via email.

Training Registration and Approval Form

Program: Supervisor Development Program

Time: 9:00am – 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 25-1	SDP 25-2	SDP 25-3	SDP 25-4	SDP 25-5
07/10/2024- 08/25/2024	09/11/2024- 10/30/2024	01/08/2025- 02/26/2025	03/05/2025- 04/30/2025	05/07/2025- 06/25/2025

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

Please return completed signed form to employeelearningcenter@cabq.gov