



TRAINING REQUEST FORM

Staff Training Needs Assessment

This form has been prepared to identify the training needs of Haliç University academic and administrative staff and to serve as a basis for in-house training planning. Please complete all fields and submit the form to the Directorate of Human Resources.

1. STAFF INFORMATION

Full Name		Title/Position	
Unit/Department		Staff Type	☐ Academic ☐ Administrative

2. TRAINING REQUESTS

Select up to three (3) training programs and rank your selections from 1 to 3 in the "Priority" column (1= highest priority).

Select	Training Program	Priority (1-3)
A.		
☐		
☐		
☐		
☐		
☐		
B.		
☐		
☐		
☐		
☐		
☐		
C.		
☐		
☐		
☐		
☐		
D.		
☐	Other (please specify):	



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3. REASON FOR REQUEST

You may select more than one option.

☐ New hire/role change	☐ Career development
☐ Need to improve performance in current role	☐ Recommended by unit manager
☐ Adapting to a new system, process or regulation	☐ Personal development request
☐ Other (please specify):	

4. TRAINING PREFERENCES

In each row, select the option that suits you best.

Training Format	☐ In person ☐ Online ☐ Both are suitable
Preferred Time	☐ Weekday mornings ☐ Weekday afternoons ☐ Outside working hours
Preferred Duration	☐ 1-2 hour sessions ☐ Half day ☐ Full day

5. ADDITIONAL TRAINING REQUESTS AND SUGGESTIONS

If you have training requests not included in the list or suggestions regarding training processes, please state them here.

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Note: Training programs will be planned based on demand and institutional priorities; the training schedule and participation details will be announced to the relevant staff via corporate e-mail.

Protection of Personal Data: Your personal data contained in this form will be processed solely for the purposes of training needs analysis and training planning under Law No. 6698 on the Protection of Personal Data and will not be shared with third parties.