

## COURSE OUTLINE (ATTACHMENT 2)

Course Title:

*List the course title for the short-term or long-term training program*

Training Provider:

Technical College

Company

Vendor

OJT (requires Attachment 3)\*

*\* Prior to implementation of On-The-Job training, submit this form along with the training plan. At the conclusion of each training, submit (Attachment 3) which includes the roster and training timeframes (beginning and ending dates).*

Estimated Number of Eligible Employees:

Estimated Course Cost:

Estimated Number of Course Hours:

Course Description:

Training Modules/OJT Task List:

*List the titles and hours of each learning module or OJT task list being provided.*

Core Learning Competencies/Outcomes:

*What will the student be able to do at the end of the short-term or long-term course?*

Justification:

*How does this training qualify?*

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Company Representative (Signature Required)\*

Date

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Technical College Representative (Signature Required)\*

Date

\*Digital or Electronic Signature acceptable