

## 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 time frames (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