

LearnUpon PD Request Form for Synchronous ILTs (Instructor Led Trainings) Revised 9/3/20

Please complete a separate form for each event/date and return to Shirley Roeber.

Local/IO: _____ Event date: _____

Estimated number of participants: _____

Education Minnesota staff contact: _____

Field office: _____

OPS is responsible for reserving the Zoom number.

**If an Officer is requested, please complete the Officer Request Form at We/Forms/Officer Request Form.*

Professional Development

- ____ Conversational School Finance (75-90 min.)
- ____ Degrees, Not Debt (1 hour)
- ____ Digital Organizing 101 (1 hour)
- ____ Internal Audit Committee Training (1 hour)
- ____ Negotiations Research (75-90 min.)
- ____ Worksite Unity Leader Training Part 1 (90 min.)

Core

For Core classes, OPS is responsible for confirming a trainer.

MRA: All PS-Field hired before 2020 should be able to train in LearnUpon.

CNP for ESPs: Contact Emily Mateo for trainer.

Is trainer confirmed? ____ Yes (A trainer must be assigned before submitting this form.)

____ CNP for ESPs Part 1 (1 hour)

____ CNP for ESPs Part 2 (1 hour)

____ CNP for ESPs Part 3 (1 hour)

____ CNP for ESPs Part 4 (1 hour)

____ MRA I (3 hours)

____ MRA II (3 hours)

____ MRA III (3 hours)

**Staff: The LearnUpon PD Book can be found at How/Field Resources/
Training Resources/Professional Training.**

**Complete the detailed agenda information on reverse side.
Return completed request forms to Shirley Roeber.**

Session choices

Please include your overall agenda with start and end time for each activity.

Session name from front of form	Session time start and end

Special requests/notes: