

Request for Ad-Hoc Training

Retail Line to Complete Please email to Training Delivery Team via Lotus Notes	
Outlet name: West Byfleet Outlet address: 14 Station Approach West Byfleet Surrey KT14 6NG Phone number: <input type="text" value="GRO"/>	FAD code: 126023 Outlet half day: Days to be avoided:
Agents name: Mrs Mishra	
Ad-Hoc Training Required (Please be as specific as possible - ie NS&I New Accounts)	
1. Balancing procedures	4.
2.	5.
3.	6.
Retail Line Contact Alan Ridoutt Date: 25/7/05	Retail Line Phone Number: <input type="text" value="GRO"/>
Address for return of completed form: By e-mail to Alan Ridoutt	

Training Delivery Team to complete	
Request received: 25/07/05	Trainer: MICHAEL OPEBIYI
Date(s) allocated: WED 27 JULY & WED 03 AUGUST 2005	Retail Line Informed: 26/07/05

Request for Ad-Hoc Training

Field Trainer to complete overleaf

To be completed by the Field Trainer for Ad hoc Training requested	
Confirm topic cover/not covered	Actions
1. BALANCING PROCEDURE	CHECK DAILY PROCEDURES, WEEKLY PROCEDURES WEEKLY HORIZON REPORTS & CASH ACCOUNT.
2.	
3.	
4.	
5.	
6.	

Agent to complete:

I confirm that I have received training on the above

Signature

GRO

Date 03 Aug 05

Request for Ad-Hoc Training

Field Trainer

This form should be mailed back to the Retail Line Contact at the address given overleaf.