

UCDAVIS

HUMAN LACTATION CENTER

Training Request Form

Complete this form and our staff will contact you within 2 business days to discuss your request.

Contact Information

Agency:	
Contact Person:	
Street Address:	
City, State, Zip:	
Phone Number:	
Fax Number:	
Email:	

Training Information

Preferred Dates*:	Day 1	Day 2		
Time of Day preferred:	Morning	Afternoon	Split – Mid-day	
What is the normal time for lunch break:				
Projected Attendance (max 75):				
Staff Levels at Training (circle all that apply):	Clerical	WNA	RDs	
	Peer Counselors	IBCLCs	Managers	Other Professional Staff
Would you prefer to make your own copies?	Yes	No		
Are you interested in adding a Train-the-trainer session to day 2 (at an additional cost)?	Yes	No		
Are you interested in participating in a regional training with other agencies in your area?	Yes	No		
Which agencies are nearest you?				

* Trainings are designed to be given on 2 separate dates at least 2-4 weeks apart.

Facility Information

Do you have an onsite location available where the training can be held?

Yes No

If yes, what is the approximate cost per day for this space? _____

How many people can attend at this location? _____

Can tables be set up in this location for group work? _____

If no, what nearby location would you suggest? _____

Contact information for this location? _____

What equipment is available at the location? (circle all that apply)

Microphones PowerPoint projector screen flipcharts easels

dry erase board

Is food available at this location? Yes No

If no, where can food be obtained for attendees during the training?

Is there a cost for parking at this location? Yes No

How far is the parking lot from the training site?

Travel Information

Nearest airport to training location?

Nearest hotel/motels to training location?

Questions/Notes:

How did you hear about us? _____

Please fax this form to: Kerri Moore at 530-752-7582 or send by email to lactation@ucdavis.edu

HLC STAFF USE ONLY

Completed By: _____

Date: _____

Reply: _____