



## Workshop Enrollment Request Form FY15-16

**WORKSHOP** *(One form for each workshop)*

<b>Workshop Title</b>	<b>Workshop Date</b>
24-PLUS <i>Enhanced</i> enrollees: Please be sure to choose the appropriate course for you. <ul style="list-style-type: none"> <li>24 PLUS Enhanced for Supervisors is for those who directly supervise front-line staff.</li> <li>24 PLUS for Managers is for mid-level managers and executive level staff who have supervisory and management staff reporting to them.</li> </ul>	

**PARTICIPANT INFORMATION**

<b>Name</b>	<b>Email</b>
<b>Job Class &amp; Title</b>	<b>DSW #</b> (required)
<b>Department</b>	E-Mail confirmation copy to Training Coordinator Email:
<b>Work Phone</b>	<b>Training Discount Code</b>

**SUPERVISOR'S APPROVAL**

<b>Supervisor's Name (Print)</b>	<b>Supervisor's Signature</b>
<b>Phone</b>	<b>E-Mail</b>

**PAYMENT INFORMATION**

<input type="checkbox"/> Existing DHR Work Order: <input type="checkbox"/> Other - Index Code:	<input type="checkbox"/> Agency check: made out to <i>CCSF-DHR</i> <input type="checkbox"/> Personal check: made out to <i>CCSF-DHR</i>
<b>Person Authorizing Payment (Print)</b>	<b>Job Title</b>
<b>Phone</b>	<b>Date</b>

**SUBMIT COMPLETED FORMS**

<b>E-Mail (preferred)</b> <a href="mailto:WD.DHR@sfgov.org">WD.DHR@sfgov.org</a>	<b>Interoffice</b> DHR, 1 South Van Ness Ave., 4 <sup>th</sup> Floor, San Francisco, CA 94103 Workforce Development Division	<b>FAX</b> 415-551-8935
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**INFORMATION**

Enrollments are on a first-come/first-served basis. You will receive an e-mail confirmation if you are enrolled in the workshop. Do not attend the workshop if you do not receive an e-mail confirmation. All confirmations are sent to the participant and the supervisor.  Please email Workforce Development if you have any questions regarding DHR's Workforce Development workshops. DHR Workforce Development workshop schedules and enrollment forms are available at <a href="http://www.sfgov.org/dhr">www.sfgov.org/dhr</a> .
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