



## Ohio Employee Assistance Program (OEAP) On-Site Training Request

To access a listing of available supervisor or employee trainings, click on [Education and Training](#). Please complete this form to request an on-site training.

- All training requests require a 10-day advance notice and require a minimum of 15 participants.
- Send the completed training request to OEAP via fax @ **614.728.3046** or email to: [Roderick.cheatham@das.ohio.gov](mailto:Roderick.cheatham@das.ohio.gov). A contact will be made within 48 hours of receiving the request.
- Indicate the name of contact person who will make the required decisions regarding the training event.
- Contact OEAP if you have any specific questions about the training offerings.

Agency Coordination Information					
Date of Request:		Agency / Institution:			
Name of Contact Person:		Supervisor:			
Contact Phone:		Supervisor Email:			
Contact Email Address:		Agency / Institution EAP Coordinator			
Event Type			Training Type		
Employee Orientation:	<input type="checkbox"/>	Organization Restructure:	<input type="checkbox"/>	Supervisor Training:	<input type="checkbox"/>
Supervisor Orientation:	<input type="checkbox"/>	Health Fair:	<input type="checkbox"/>	Employee Training:	<input type="checkbox"/>
Critical Incident Stress Debriefing:	<input type="checkbox"/>	Conflict Management:	<input type="checkbox"/>	Combination of Employee / Supervisor:	<input type="checkbox"/>
Training / Event Information					
Training / Event Topic:					
Date of the Training/Event:		Address:			
Time of the Training/Event:		City:			
# of people to attend:		Zip Code:			
Resources				Yes	No
▪ Agency will provide a computer/laptop for a PowerPoint presentation.				<input type="checkbox"/>	<input type="checkbox"/>
▪ Agency will provide the LCD projector for a PowerPoint presentation.				<input type="checkbox"/>	<input type="checkbox"/>
▪ Agency will arrange the room set up, podium, internet connection, if required.				<input type="checkbox"/>	<input type="checkbox"/>
Special Instructions					

**SPECIAL NOTE:**

Training events vary between 60 minutes to 3 hours. Indicate preferred length of time \_\_\_\_\_. Customized education and training programs must be coordinated directly through your EAP Consultant.