

### **Training Cancellation Form**

**Applies to training being cancelled 10 working days before the training event**

**To be completed by Service Managers only.**

All staff should have the opportunity to attend training to support their personal and professional development, and to strengthen quality of service and practice. Currently, CPP receive cancellations for training, and this in turn results in training being cancelled, and staff losing the opportunity to enhance their skills and knowledge.

If a member of staff wishes to cancel training, they will need to complete this form **10 working days before the event**, with approval from the relevant Service Manager. CPP will be recording the reasons for cancellations to inform an understanding behind non-attendance. Feed back will be given to the leadership team on a regular basis.

All training cancellations should be discussed and agreed by the relevant Service Manager. Staff should be encouraged to reschedule their training or discuss their learning needs with their relevant Service Manager or with CPP, so the right support can be put in place.

**Staff Name:**

**Service Area and Team:**

**Training:**

**Training Date:**

The above staff member is unable to attend the above training session due to the following reason:

I confirm that the cancellation of this training has been discussed with me and I endorse the above reason for non attendance.

**Service Manager's Name:**

**Date:**

