Problem Solving Office Request – Email Response Fields

Thank you for reaching out to the Problem Solving Office, we are excited to help your group with your request. If you are unable to access the *Problem Solving Office Request Form*, **please email us answering all the below fields**. Otherwise, **please submit your request via the form**.

1. Name:

*Name of person submitting training or support request.*

1. Email:

*Email address of person submitting training or support request.*

1. Organization:

*List command, office, fleet, or unit type requesting training or support.*

1. Training Location:

*Note preference for virtual or in person training. Please note in person location if desired.*

1. Approximate number of training attendees: **[Please select one option below]**

*If training or support is needed, how many people from your organization would you want involved?*

* + - * < 10
			* 10 – 20
			* 20 – 50
			* 50 – 100
			* 100 – 200
			* > 200
1. What is the desired timeframe for training delivery?

*Provide a 3-4 week date range of potential availability*

1. Provide details on what prompted you to reach out.
	* + Leadership requested training/support
		+ Independent Inquiry
		+ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What is the urgency behind your request? **[Please select one option below]**

*These categories help us prioritize the order in which we reach out. We will get back to you as soon as we can.*

* + - Very Urgent – Response within a week
		- Somewhat Urgent – Response within a month
		- Just interested in more information
		- Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. What type of training or support are you pursuing? **[Please select one option below]**
	* + Introductory Training Only
		+ Training and Support with a Problem Space Identified
2. What type of training topics are you interested in? **[Please select the best option below]**

*Training and Support with a Problem Space Identified options are in red font.*

* + - 30 Minute Consultation Required to Determine Type of Support Needed
		- P2P Training – 30 Minute Version
		- P2P Training – 1-2 Hour Version
		- P2P Driver Tree Training – 3 Day Workshop
		- Get Real Get Better – 4 Hour Workshop
		- Get Real Get Better – 3 Half Day Problem Solving Workshop
		- Root Cause Analysis
1. Please attach any supplemental information to help us understand your problem space. **[Attach to email]**

*Question for those interested in Training and Support with a Problem Space Identified options. Though all are welcome to attach anything helpful in regard to the request.*

1. Describe the problem space you are seeking assistance on. Provide as much detail as possible, including intended training goals or any other important information regarding the request.
2. Is your command/organizational leadership aware of you submitting this request to the Problem Solving Office? **[Please select one option below]**
	* + Yes
		+ No
		+ Pending