



City of Albuquerque  
 Employee Learning Center  
 1 Civic Plaza NW  
 Basement, City Hall  
 (T) 505-768-3200

[employeelearningcenter@cabq.gov](mailto:employeelearningcenter@cabq.gov)

Registration forms must be submitted via email.

**Training Registration and Approval Form**

**Program:** Supervisor Development Program

**Time:** 9:00am – 5:00pm every Wednesday for 8 weeks

**Location:** Employee Learning Center, Basement of City Hall

**Cost:** \$200 per participant

**Session Dates (Please select one):**

SDP 24-1	SDP 24-2	SDP 24-3	SDP 24-4	SDP 24-5
07/12/2023- 08/30/2023	Full	Full	02/28/2024- 04/17/2024	04/24/2024- 06/12/2024

**Participant Information**

Full Name:		Employee ID #:	
Department:		Division:	
Job Title:		Grade:	
Work Phone:		Work Email:	
Date of Hire:		Supervisor position start date:	

**Supervisor Information**

Supervisor:	Supervisor's Initials:		
Work Email:		Work Phone:	

**Funding Source**

Fund:		Account #:	
Department #:		PC Bus. Unit:	
PC Project:		PC Activity:	
Source Type:			

**Requirements:** The Director's signature serves as approval for fees and attendance.

Director's Name (Print)

Director's Signature Date

Please return completed signed form to [employeelearningcenter@cabq.gov](mailto:employeelearningcenter@cabq.gov)