




Approved by: Juan Williams, Commissioner	Policy Number: 12-054 (rev. 04/21)
Signature: 	Supersedes:
Application: Human Resources Officers, Agency Training Officers	Effective Date: October 3, 2012
Authority: T.C.A. § 8-30-104, T.C.A. § 8-30-105	Rule: 1120-08

Outsourcing Learning and Development Workshops

The Department of Human Resources (Department) shall approve all requests for third-party training or continuing education, which includes, but is not limited to, professional skills, diversity and equity, and talent and leadership development. Agencies requesting to use an outside vendor for learning and development workshops shall complete the Central Procurement Office’s (CPO) Pre-Approval Endorsement – [HR Support Request](#) form. This request must be completed and submitted no later than thirty (30) days prior to the proposed date of the learning and development workshop in order to allow adequate time for review and prior to the contracting process.

Upon completion of review and approval, LLD will provide the agency with written notification of approval, including any restrictions or necessary terms or conditions which must be included in the outsourcing agreement. An agency may be required to provide LLD with additional information as requested during the evaluation period.

Questions regarding this policy may be directed to the Learning and Leadership Development division.