Proposal for training course

Please fill out this template if you want to offer a training course. It is recommended to read the “Handbook for training visit” to get additional information about the program.

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| --- | --- |
| **Name of the training course:** | **Description**:  |
| *Proposed name of the training course*  | *Brief description of the course. You may include the type of training, the objective, the duration and additional details that you considered relevant for the trainee(s).* |
| **Offered by**: | **Responsible Person**: |
| *Partner institution* | *Name, Last name* |
| **Duration**: | **Topics covered:** |
| *days/hours* | *Here specify the topics (You can find a list of suggested topics in the next page)** *Topic 1*
* *Topic 2*
* *Etc.*
 |
| **Dates:** | **Contact:** |
| *Proposed dates for the course (non mandatory)* | name.lastname@model.com |
|  | **Other relevant information:** |
|  | *Other information requested by your organization or your country relevant for the trainee (e.g. list of documents for accessing installations, etc.)*  |

Instructions:

* **Name of the training course (Mandatory).** In this field, indicate the name of the course that you want to offer for training. Use keywords such: SIF calculation or LTO improvements
* **Description (Mandatory):** Briefly introduce the content of the course that you are offering. Describe the objectives, the level of knowledge the trainee has to possess and the level of knowledge he/she will reach.
* **Offered by (Mandatory):** Indicate in this field the name of your institution.
* **Responsible person (Mandatory):** Indicate the name of the person that will be in charge of the course.
* **Duration (non-mandatory):** indicate the duration of this training. Use the following format: 1day or 1hour.
* **Topics covered (Mandatory):** Indicate the topics that will be covered during this course. Find more information in the “Handbook for training visit”
* **Dates (Mandatory):** Indicate the date at which you prefer to offer this training. Use the following format dd.mm.yyyy
* **Contact (Mandatory):** Indicate an email address of the contact person in your institution
* **Other relevant information (Non-mandatory):** Include in this field more information that you consider relevant for the right development of this course.