Request for training

Please fill out the specific training request if you want a training on a specific topic. It is recommended to read the “Handbook for training visit” to get additional information about the program.

|  |  |
| --- | --- |
| **Name, last name:**  | **Description**:  |
| *First name, last name* | *Here include a brief description of the module. You may include the type of training, the objective, the duration and additional details that you considered relevant for the trainee.* |
| **Offered by**: | **Name of the module:** |
| *Partner name (if you have a preferred institution)* | *Here specify the name of the module* |
| **Module category:** | **Contact**: |
| *Here specify the category to which the module belongs* | name.lastname@model.com |
| **Discipline:** | **Trainer**: |
| *Here specify the discipline to which the module belongs* | *Name, Last name (if you have a preferred trainer)* |
|  | **Dates:***Here specify the dates you are available for this training* |

Instructions:

* **Topic of the module (Mandatory).** In this field indicate the topic about you want to receive a training. Use keywords such: SIF calculation or LTO improvements
* **Description (Mandatory):** Briefly introduce the content of the module you are requesting. Describe your expectation and the level of knowledge you possess and the level of knowledge you pursue.
* **Offered by (non-mandatory):** Indicate in this field the name of the partner that is suitable for this training. This is a non-mandatory field but it will help the TCC to find the most appropriate expert for your training. Find in the “Handbook for training visit” the list of partners and additional information about them.
* **Trainer (non-mandatory):** Indicate the name of the trainer if you already have a preference.
* **Module category (non-mandatory):** Indicate the category to which the module belongs. Find more information in the “Handbook for training visit”
* **Contact (Mandatory):** Indicate an email address to contact you regarding the training
* **Discipline (non-mandatory):** Indicate the discipline to which the module belongs. Find more information in the “Handbook for training visit”
* **Dates (Mandatory):** Indicate the date at which you prefer to take this training. Use the following format dd.mm.yyyy
* **Online/Onsite (Mandatory):** Reply yes or no to these two questions