Proposal for training module

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

[Include one box for each module offered]

|  |  |
| --- | --- |
| **Name of the module:** | **Description**: |
| *Here specify the name of the module* | *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**: | **Trainer**: |
| *Partner name* | *Name, Last name* |
| **Module category:** | **Contact**: |
| *Here specify the category to which the module belongs* | *name.lastname@model.com* |
| **Discipline:** | **Duration**: |
| *Here specify the discipline to which the module belongs* | *day/hours* |
|  | **Dates:**  *Here specify the dates this module is offered* |

Instructions:

* **Name of the module (Mandatory).** In this field, indicate the name of the module that you want to offer for training. Use keywords such: SIF calculation or LTO improvements
* **Description (Mandatory):** Briefly introduce the content of the module 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 (non-mandatory):** Indicate in this field the name of your institution.
* **Trainer (non-mandatory):** Indicate the name of the trainer that will be in charge of the training.
* **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 of the contact person in your institution
* **Discipline (non-mandatory):** Indicate the discipline to which the module belongs. Find more information in the “Handbook for training visit”
* **Duration (non-mandatory):** indicate the duration of this training. Use the following format: 1day or 1hour.
* **Dates (Mandatory):** Indicate the date at which you prefer to offer this training. Use the following format dd.mm.yyyy
* **Online/Onsite (Mandatory):** Reply yes or no to these two questions