

ANNEX 3B

Template for Training Catalogue of the European Commission
 for IT courses organised by HR DIGITAL Training Services

This template is designed to provide information about IT training courses organised by HR DIGITAL Training Services for the training catalogue of the European Commission.

Please fill in the following templates both in English and in French with identical information according to the suggestions in order to maintain clear and efficient presentation of the information in the catalogue.

General information:

Who is requesting the course (if applicable) – <i>name, last name, DG, unit, phone number</i>	
Course provider:	
Course code:	To be filled in by HR DIGITAL Training Services
Lengths of the course:	
Cost per day/ participant:	To be discussed and filled in by HR DIGITAL Training Services
Number of participants per class:	<i>Max 12 for hands-on courses Max 35 for hands-off courses</i>
Management rules: <i>For example, if people can apply only for the planned courses, if course cancellation is allowed, etc.</i>	To be discussed with DTS

Call for Tenders HR/R3/PO/2016/044 - ICT training for End-users (TRAINUSER III) - LOT 1
 Services for design and delivery of face-to-face training, blended learning and new learning technologies
 services

Template for Training Catalogue – Annex 3B

English version

Title of the course:		
Short description of the course: (max 400 characters)		
Please keep the html formatting and fill in the "objective", "target group", "content" and "possible follow-up courses" starting from the hyphen (-) in each section.		
<h3 style="color: rgb(230, 47, 135); font-size: medium; font-weight: 500;">Objectives</h3> This course enables participants to: -		
<h3 style="color: rgb(230, 47, 135); font-size: medium; font-weight: 500;"> Target Group</h3> </h3> This course is for anyone who: -		
<h3 style="color: rgb(230, 47, 135); font-size: medium; font-weight: 500;"> Content</h3> -		
Possible follow-up courses: -		
Picture (minimum image size required is 650 X 410 px, but you can upload images of higher resolutions, fitting to that aspect ratio)		
Video (You can select a video which will be visible in the catalogue. This should be for promotion purposes, not instructional purposes.)		
Course features (Tick with an X if appropriate)	Video lectures	
	Self-tests	
	Case studies with experts	
	Practical exercises	
	Discussion forums	
	Certification (certification of participation at a course will be delivered by DTS)	
Course level (Select the appropriate level: Basics, Advanced, Expert)	Basis	
	Advanced	
	Expert	
Has requirements (nice to have eg.		

Brussels

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 tel.: 59509
 e-mail :HR DIGITAL TRAINING SERVICES BXL

Luxembourg

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 tel.: 36415
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<i>Basic knowledge of windows)</i>	
Has non-blocking pre-requisites	
Has blocking pre-requisites	
Book, user guide: (<i>Slides? Manuals? Books? Links? Open resources</i>)	
Taxonomy	
Technical requirements	Please list the technical requirements to run the course (packages, accesses, installation procedure...)
Course Planning:	Up to DTS

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French version

Titre de cours :		
Courte description du cours : (max 400 caractères)		
<p><h3 style="color: rgb(230, 47, 135); font-size: medium; font-weight: 500;"> Objectifs </h3></p> <p>Ce cours permet aux participants de:
</p> <p>-</p>		
<p><h3 style="color: rgb(230, 47, 135); font-size: medium; font-weight: 500;"> Public cible </h3></p> <p>Ce cours est pour une personne qui :
</p> <p>-</p>		
<p><h3 style="color: rgb(230, 47, 135); font-size: medium; font-weight: 500;"> Contenu </h3>
</p> <p>-</p> <p> Cours complémentaires possibles :
</p> <p>-</p>		
Image (<i>minimum requis 650 X 410 px. La résolution peut cependant être plus élevée à condition de respecter ce ratio</i>)		
Video (<i>vous pouvez sélectionner une vidéo que sera visible dans notre catalogue. Celle-ci est à but promotionnel et non formatif</i>)		
Fonctionnalités du cours (<i>Sélectionnez avec X celle(s) proposée(s) dans votre cours</i>)	Cours vidéo	
	Autotests	
	Études de cas avec des experts	
	Exercices pratiques	
	Forums	
Niveau du cours (<i>Sélectionnez celui correspondant au cours</i>)	Certification	
	Base	
	Avancé	
Conditions requises	Experts	

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<i>("notions de..." ex: connaissance de base de Windows)</i>	
Prérequis non-obligatoires	
Prérequis obligatoires	
Documentation / support (<i>Powerpoint?Manuels ?Livres ?</i>)	
Taxinomie	
Programmation du cours	DTS

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