

Training Project		No.	/	Page 1/1
Complete and send to fabriziofantechi@gmail.com				
Customer				
Venue ⁽¹⁾				
Title ⁽²⁾				
Targets ⁽³⁾				
Duration ⁽⁴⁾		Hours ⁽⁵⁾		
In charge for contacts ⁽⁶⁾			Phone	
			E-mail	
Program ⁽⁷⁾				
Instructor			Language	
Attendees	Number ⁽⁸⁾		Requirements ⁽⁹⁾	
Teaching materials ⁽¹⁰⁾				
Necessary equipment ⁽¹¹⁾				
Learning final evaluation test (Yes/Not) ⁽¹²⁾				
Satisfaction questionnaire (Yes/Not) ⁽¹³⁾				
Project rev.				0
Date ⁽¹⁴⁾				
Notes ⁽¹⁵⁾				

INSTRUCTIONS FOR COMPLETING THE FORM

- (1) Indicate where you want the Course to be held.
- (2) Suggest a title (provisional) based on the theme you want to be treated.
- (3) Specify the objectives of the Course.
- (4) Indicate a duration in hours of the Course (to be defined later).
- (5) Indicate the preferred time (including any request to use the Saturday).
- (6) Provide the name, phone and e-mail address of the person appointed by the customer with which the Course project will be defined in details.
- (7) List the major topics you want to be treated (the final Program will be defined later).
- (8) Specify the indicative number of attendees (there are no predetermined limits).
- (9) Based on the topics and the expected depth of the matter, the instructor suggests the minimum cultural requirements recommended for the best use of the training.
- (10) The Course material released to the attendees will be agreed on the basis of the requests and the technical content developed (eg., lecture notes on paper, PDF files, etc.).
- (11) The instructor will establish the necessary equipment (eg., projector + PC) suitable for teaching activities.
- (12) Specify if you want the attendees are subjected to a final test that will assess the level of learning achieved (Recommended: Yes).
- (13) Specify whether you are available for a final evaluation of the Course through an anonymous questionnaire (Recommended: Yes).
- (14) Date of issue/revision of the form.
- (15) Add any comments and/or questions not provided in the Training Project form.