



# Form: Change Training overall (e.g. Trainer, Duration, Refresher)

Please open the pdf in Adobe Acrobat Reader

After reviewing this form HR/OD will work with AIDT to fulfill your request or will contact you to plan the next steps

This form is meant to change a training. Requestor/min. E4 needs to sign the form. After HR/OD's review, the SME/course owner needs to approve and sign this form (only for required trainings).

Course name: \_\_\_\_\_ Course code: \_\_\_\_\_ Required Training:  Yes  No

## 1. Change trainer

Please explain why you want to add/change the trainer: \_\_\_\_\_

Old Trainer Name & Department code if internal \_\_\_\_\_

Is the new trainer internal or external?

Internal

External

New **internal** Trainer name & Department \_\_\_\_\_

If the new trainer will be **external**, do you already have a vendor/external trainer?

Yes

No If no, please contact [138\\_aidt-forms-inbox@mercedes-benz.com](mailto:138_aidt-forms-inbox@mercedes-benz.com) for external Vendor-search

If yes, new external trainer Name: \_\_\_\_\_ & company/vendor name: \_\_\_\_\_

## 2. Change something else (duration, refresher, etc):

### 3. If you want to change an eLearning Video Training, please open the form the form 'Change/Request eLearning or Video Training'

Please open the pdf with Adobe Acrobat Reader. You find a guide on 'how to use the digital signature function' [here](#)

**Printed name**

**Digital Signature & Date**

Requestor/E4 or above \_\_\_\_\_

**Please submit the form to HR/OD after requestor's signature. HR/OD will review and forward the form to the SME to sign. Click the 'submit' button and it will be send to HR.**

SME of the course \_\_\_\_\_

If all relevant signatures are on the form, click **submit** to send the form via email to [138\\_Training-Forms@Mercedes-benz.com](mailto:138_Training-Forms@Mercedes-benz.com).

**Submit**

# Process

