



# Form: Change Training Population

*Please open the pdf with Adobe Acrobat Reader*

*This form is meant to add/remove TMs from a training population. Requestor and/or E3/E2 signatures need to be on the form. After HR/OD's review, the SME/course owner needs to approve and sign this form.*

Course name: \_\_\_\_\_ Course code: \_\_\_\_\_

Which **category/group of TMs** do you want to remove from/add to the population? Describe the group that should be removed from/add to the course population and the reasoning:

*(e.g. all TMs below E4 John Doe because they don't work with dangerous fluids, e.g. all TMs working in Finance because they don't touch the car)*

**!** Request for removal of one team member or a group of individual TMs will be critically reviewed and questioned by HR. Training requirements are set for groups according to their jobs. The removal has to make sense from a training purpose perspective.

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

**Printed name**

**Digital Signature & Date**

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

\_\_\_\_\_

Dept. E3 or E2 \_\_\_\_\_

\_\_\_\_\_

***Please submit the form to HR/OD after E4 & E3 have signed. HR/OD will review and forward the form to the SME to sign. Click the 'submit' button to send the email with the form attached.***

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: Change Training Population

