

# Form: New Required Training Request



Please open the pdf with **Adobe Acrobat Reader**

This form is used to request a new required training for a group of MBUSI TMs.

1. Please name the **Subject Matter Expert (SME)/course owner** for the required training

? The SME is an MBUSI employee who is responsible for the training, makes important decisions, etc. The SME can be, but does not have to be, the trainer.

! Please note, no training will be added without a SME. Decide internally who will be the SME before submitting this request (see help on page 3)

SME full name \_\_\_\_\_ SME Employee ID \_\_\_\_\_ Department \_\_\_\_\_

2. Do you have a **trainer** for the required training?

Yes

Not needed

No *If not, we/AIDT will reach out to you to discuss possibilities with you.*

Trainer name \_\_\_\_\_ Internal or external \_\_\_\_\_ if external: vendor name \_\_\_\_\_

3. **Training content:** (please describe in detail)

Training Goal: \_\_\_\_\_

Training content \_\_\_\_\_

*e.g. Forklift training: covers risks associated, good handling and rules when working near/with a Forklift, do's and don'ts, etc.*

Delivery method:  
*Choose one or multiple*

In-Person

eLearning

Digital event (MS Teams)

Short Video

Length of course in hours: \_\_\_\_\_

4. **Training refresher:** Does the training need a refresher? If yes, please explain why. If no, leave empty.

Yes, because \_\_\_\_\_

Refresher period: \_\_\_\_\_ months.

5. **Training population:** (please check one box)

or

or

All MBUSI employees  
(incl. Onin, Contractors,  
Students)

All MBUSI employees  
(without Onin,  
Contractors, Students)

Other, please describe

Describe as detailed as possible who at MBUSI needs the training:

*e.g. Forklift training: needed by TMs that drive, touch, cross and are within one foot of a forklift*

\_\_\_\_\_

! After reviewing this form HR OD will contact you to plan the next steps (e.g. define training population together, if training population includes more than 100 TM, you will need E3/E2 signature for approval. Once approval is given, we will start planning and scheduling the training). See Form 'Population Approval' for next steps

\_\_\_\_\_  
Printed name SME

\_\_\_\_\_  
Printed name of Supervisor of SME

\_\_\_\_\_  
Digital signature SME & Date

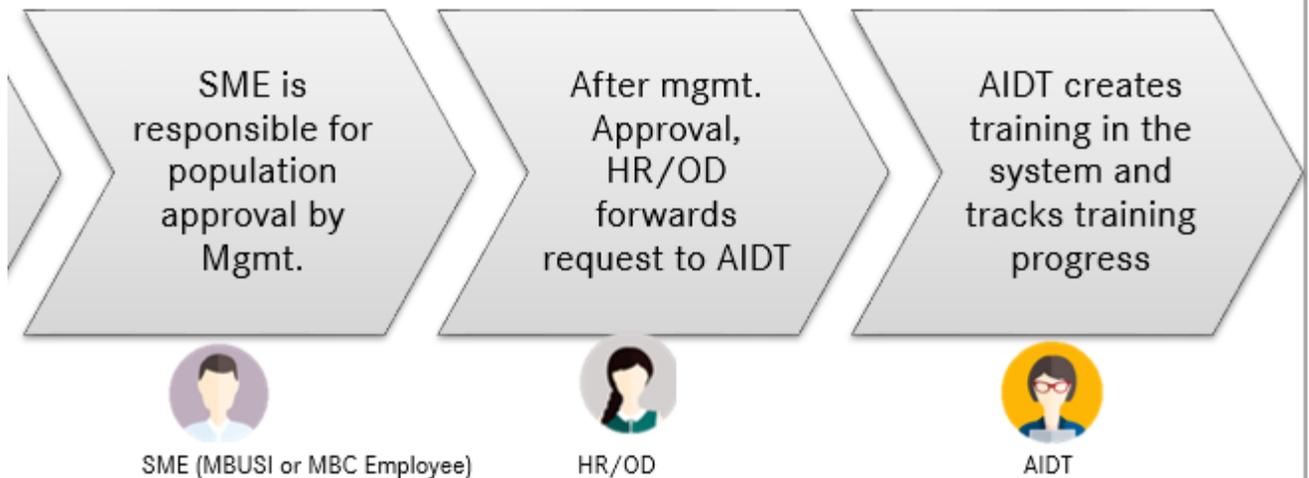
\_\_\_\_\_  
Digital signature Supervisor of SME & Date

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

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: new required training request



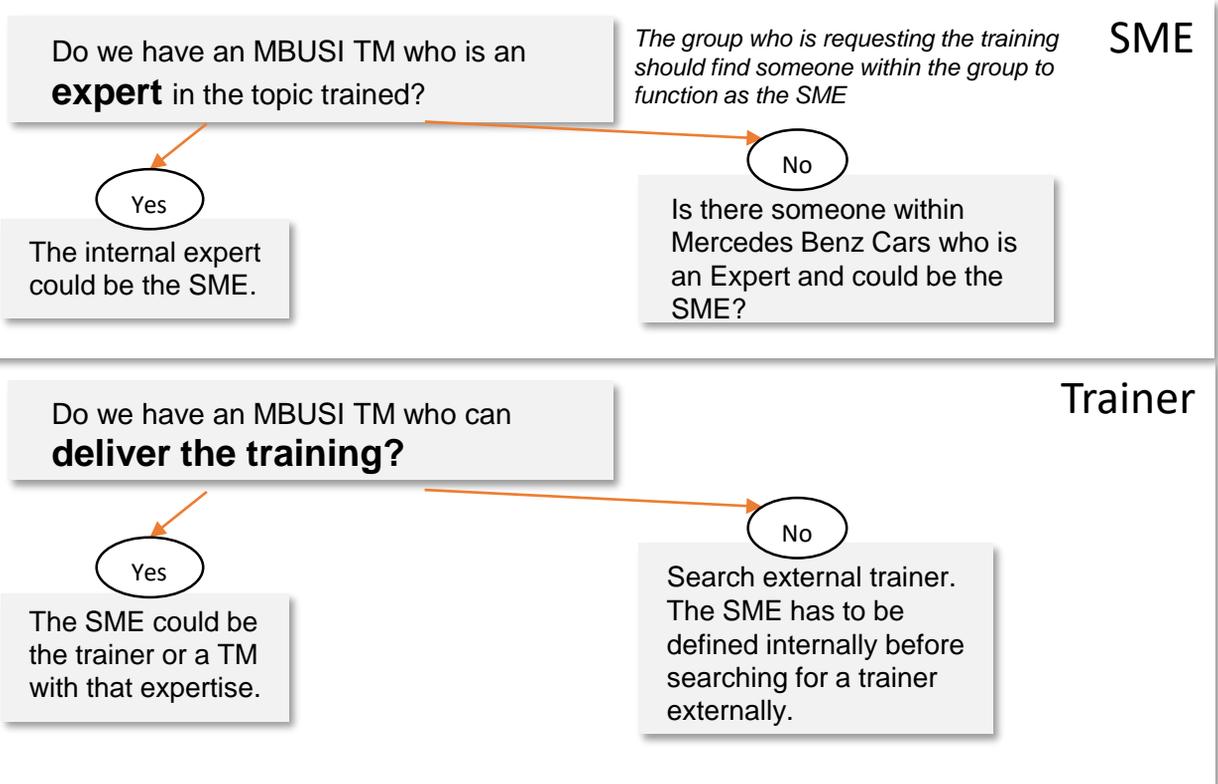


# Decision tree: Subject Matter Expert & Trainer

This document is meant to help you decide who the SME & trainer for your training will be. If the training is given by internal trainers, the SME is typically also the trainer.

**Definition:** SME is someone who is overall responsible for the training, an Expert in the training content who makes all important decisions, chooses trainer, chooses population, evaluates exception requests and decides anything regarding that specific training. The SME is always a Mercedes employee.

## Decision tree to choose SME & trainer:



## External Trainer Search

To get support on finding the perfect trainer/vendor, please send an email to [aidt.forms.inbox@daimler.com](mailto:aidt.forms.inbox@daimler.com) and request support on searching an external trainer/vendor

AIDT searches for Vendor. Sends possible vendors to requestor. If one was found. AIDT asks vendor for quote and sends to requestor.