PROCESS DESCRIPTIONS NEW FORMS

For more information please click on the different boxes

OPTIONAL TRAINING

How can I register for AIDT trainings (offered at the BTI Website)?

New Form: Internal Training Request Form
Previous Form: Training Request Form

How can I register for a training from an external training company?

New Form: External Training Request Form
Previous Forms: Training Request From
State Training Funds Request

How do I get support when searching an external trainer/vendor or if I need a quote/cost estimation?

Previous Forms: Training Request From

REQUIRED TRAINING

How can I change who needs the required training?

New Form: Population Change
Previous Form: Required Training Form

How can I change the required training overall (e.g. trainer, delivery method, content, etc.)?

New Form: Training Change
Previous Forms: Required Training Form, Multimedia Request Form

How can I initiate a new required training course?

New Form: New Required Training
Previous Forms: Required Training Form

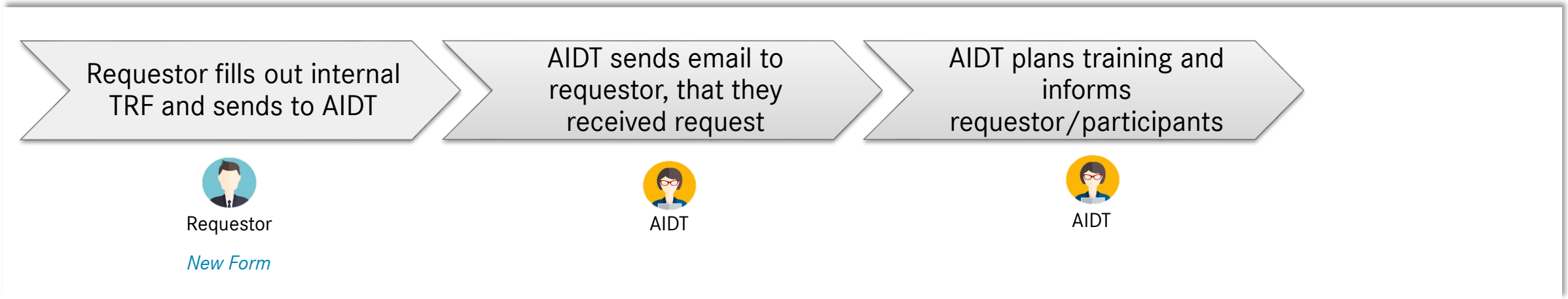
How can I register for AIDT trainings (offered at BTI Website)?

New Form: **Internal Training Request Form**
Previous Form: Training Request Form

Process for requesting **internal optional training**

Internal Training Request Form (TRF) is used if you want to

- take any **optional 'in-Person"** training offered on the BTI website in the section courses
- take any **additional required** training that is offered on the BTI website in the calendar



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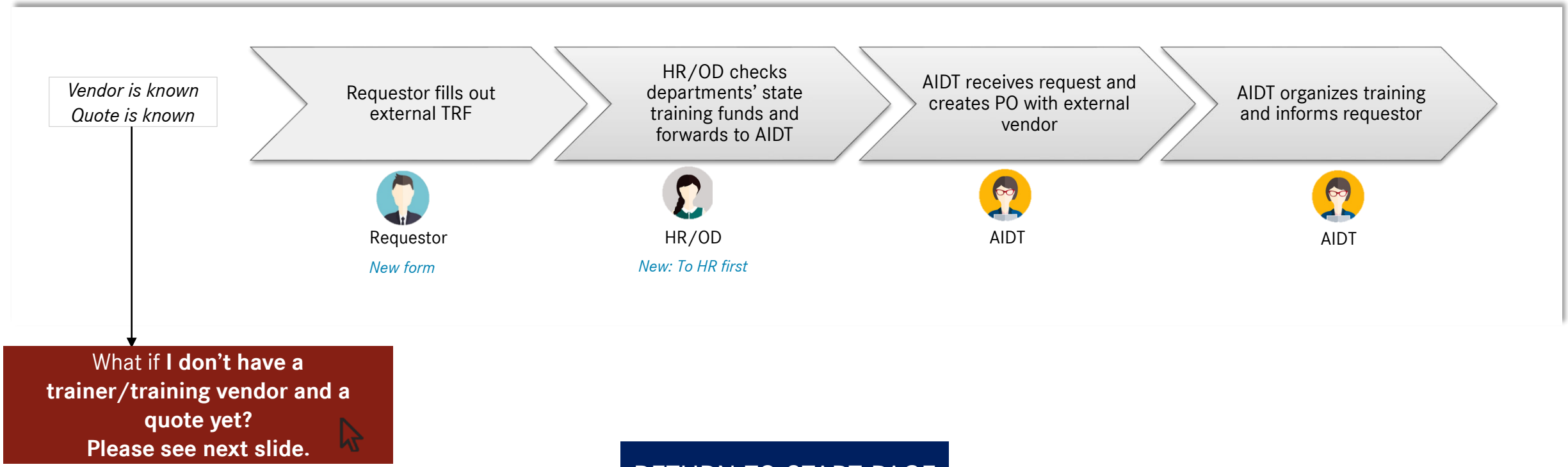
How can I register for a training from an external training company?

New Form: External Training Request Form
Previous Forms: Training Request From
State Training Funds Request

Process for requesting **external optional training**

'External':

- All trainings offered from an external training company/trainer that are payed with state funds
- A list of training providers that MBUSI has been working with in the past are located here
- All training Equipment (e.g. Books) that are payed with state funds



What if **I don't have a trainer/training vendor and a quote yet?**
Please see next slide.

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Process for requesting a **trainer/training, vendor or quote**

How do I get support when searching an external trainer/vendor or if I need a quote/cost estimation?

Request a Trainer/ Training Company

Requestor sends an email to 138_aidt-forms-inbox@mercedes-benz.com to request a certain training/vendor

Requestor

AIDT searches for a suitable vendor and replies to requestor with a few options.

AIDT

Requestor decides for a vendor and asks AIDT for a quote

Requestor

See a list of **training vendors** that MBUSI has worked with most in the last 3 years.

Request a Quote

Requestor sends an email to 138_aidt-forms-inbox@mercedes-benz.com to get a quote from the vendor

Requestor

AIDT asks for the quote from the vendor. Then sends the quote to the requestor

AIDT

Requestor has all information to fill out the **external TRF**

Requestor

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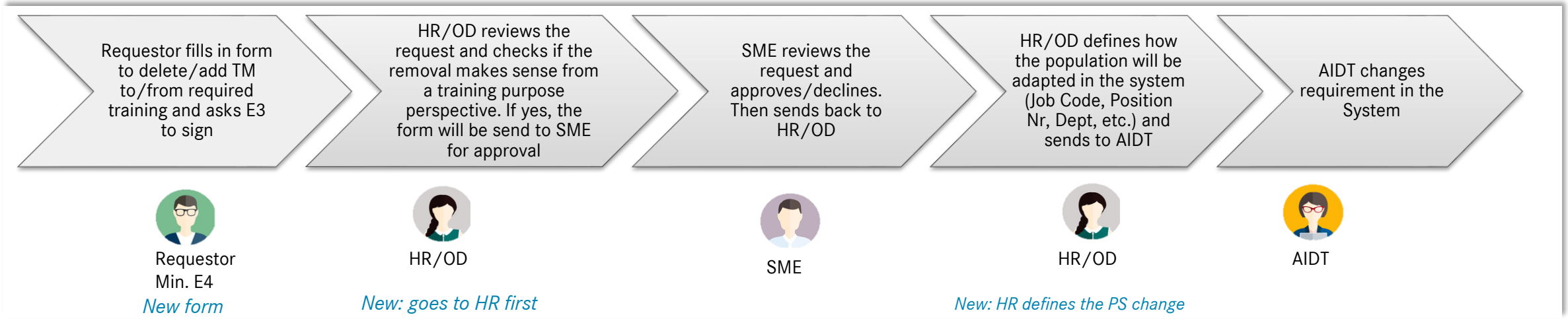
Process for **changing a population**

How can I change who needs the required training?

New Form: Population Change
Previous Form: Required Training Form



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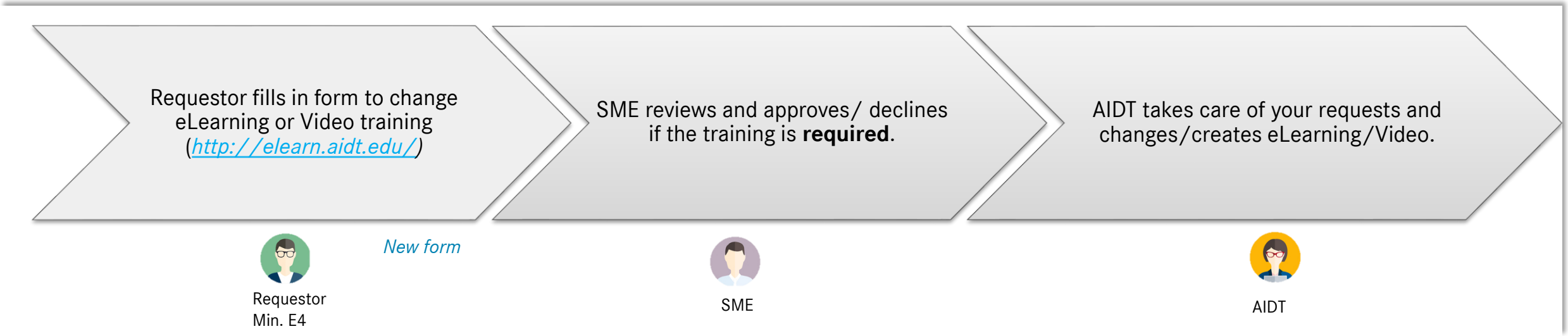
Process for **Changing or requesting an eLearning or Video Training**

How can I change the required training eLearning or Video training. (e.g. content, delivery method)?

New Form: **Change/Request eLearning or Video Training**
Previous Forms: Multimedia Request Form



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Process for **changing training overall**

How can I change the required training overall (e.g. trainer, delivery method)?

New Form: **Training Change**
Previous Forms: Required Training Form, Multimedia Request Form

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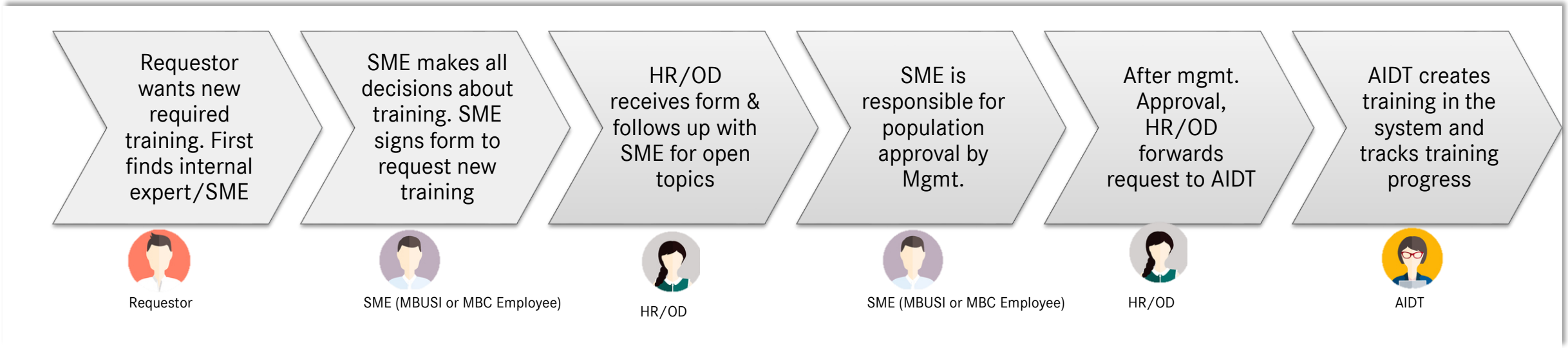
How can I initiate a new required training course?

New Form: New Required Training
Previous Forms: Required Training Form

Process for **setting up new required training**



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