



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? Please write their **Names** or describe the TM group (e.g. *all TMs below E4 John Doe*)

Why do you want to remove/add the TMs from/to the population? Describe as detailed as possible the reasoning. If this field is not filled out the form will be rejected.

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

Required field

! 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

only 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.

Submit

Process: Change Training Population

