


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 Form
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 Form



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)?

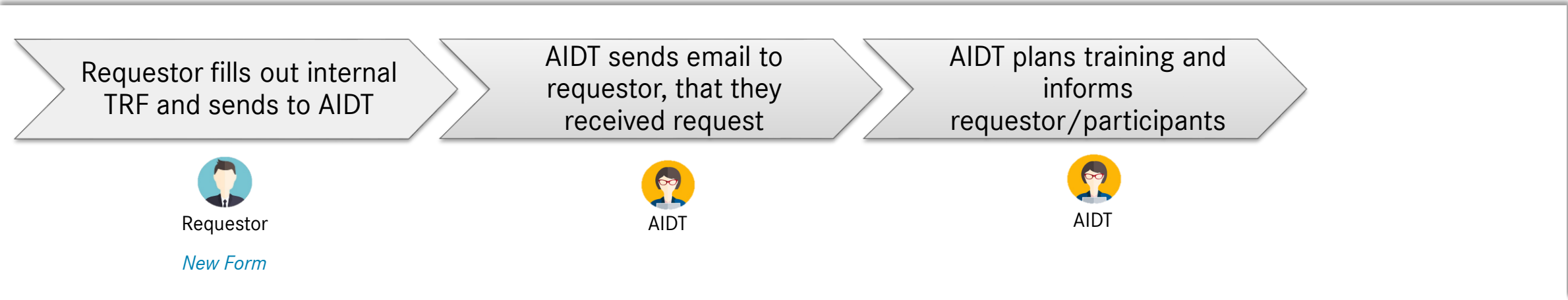
New Form: [Internal Training Request Form](#)

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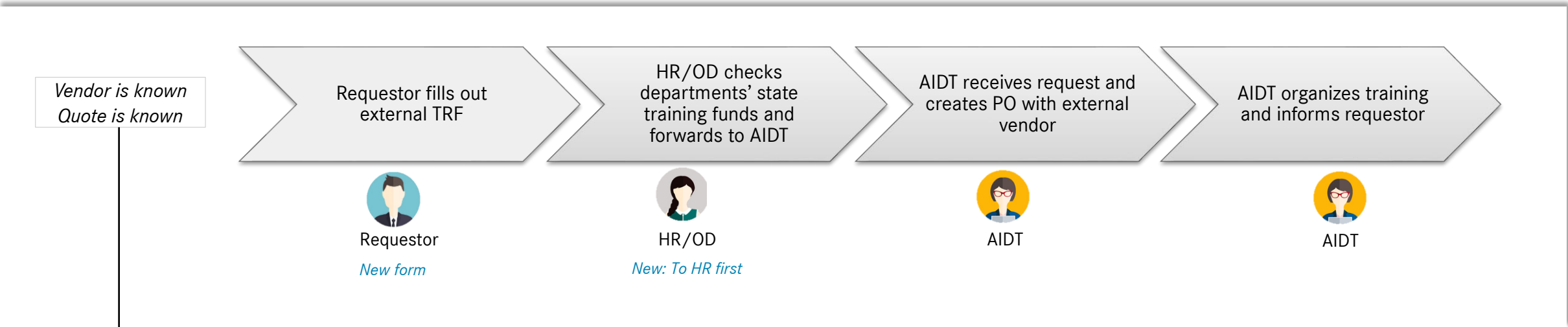
How can I register for a training from an external training company?

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 paid 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



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



Requestor decides for a vendor and asks AIDT for a quote



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



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



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

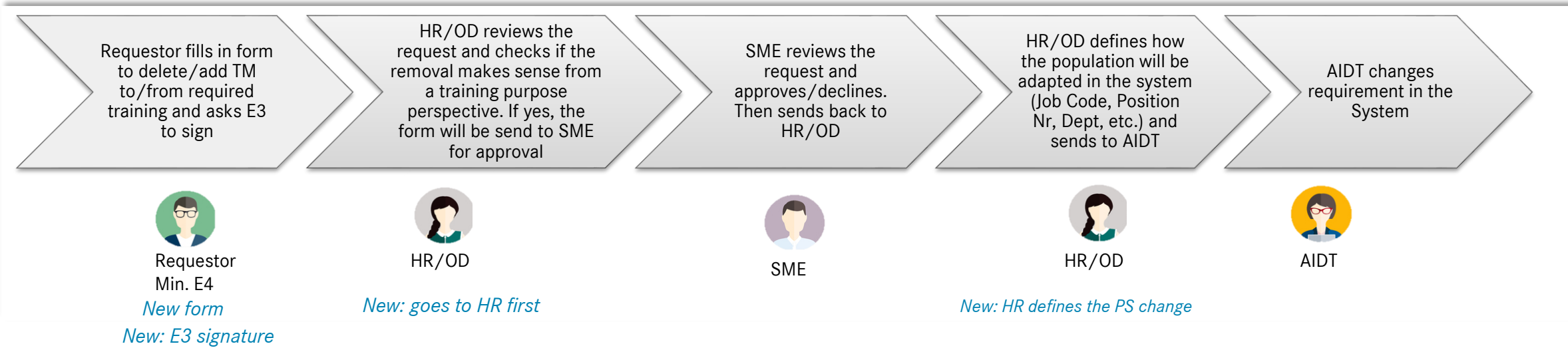


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How can I change who needs the **required training?**

New Form: [Population Change](#)
 Previous Form: Required Training Form

Process for changing a population

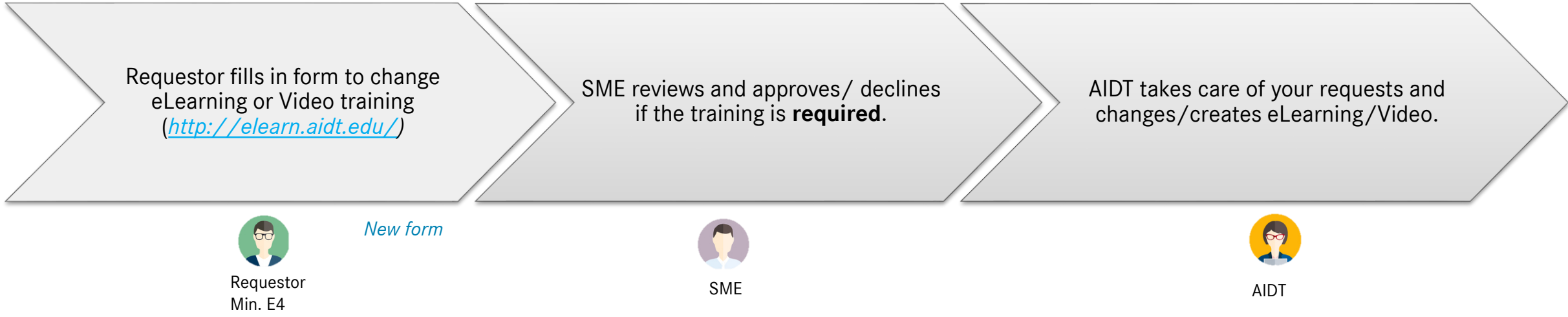


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Process for Changing or requesting an eLearning or Video Training

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

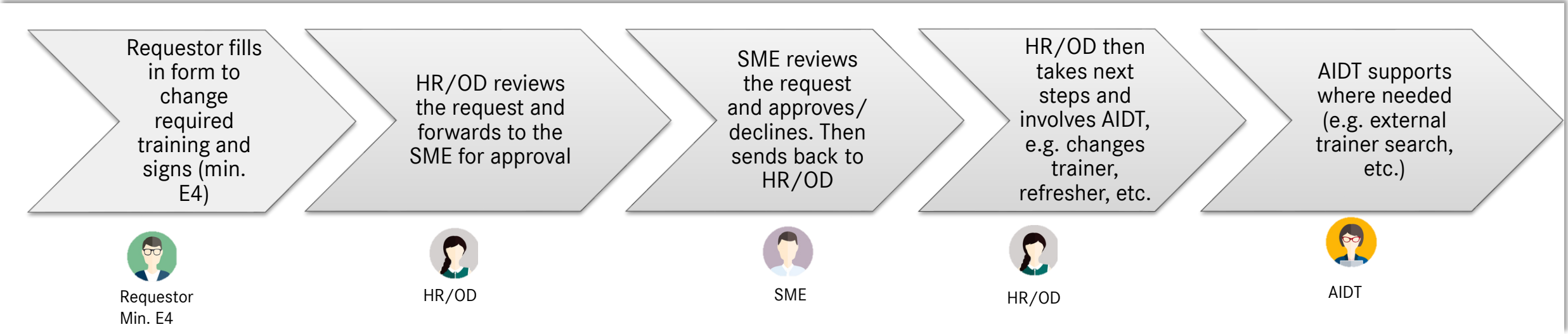


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How can I change the required training overall (e.g. trainer, delivery method)?

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

Process for changing training overall



New form

New: goes to HR first

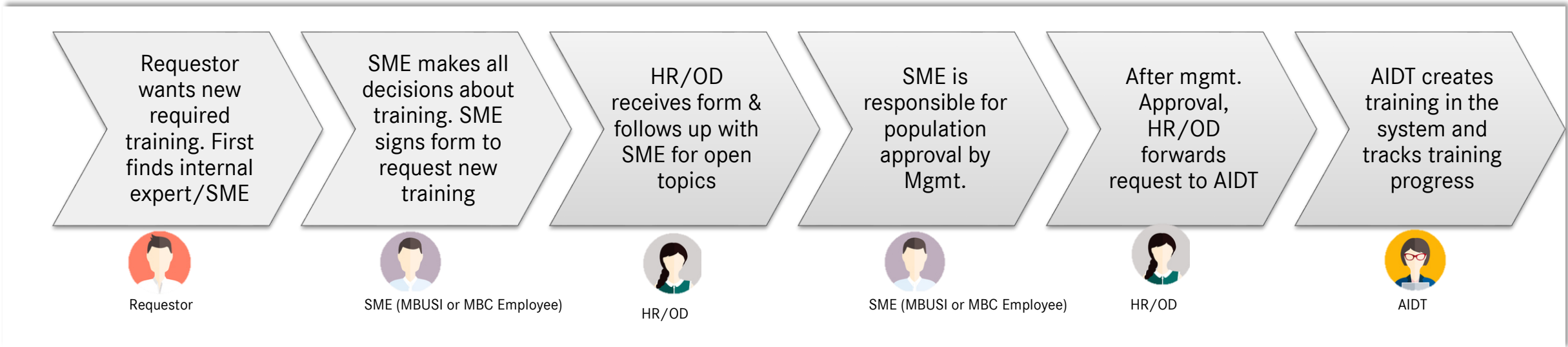
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How can I initiate a new **required** training course?

New Form: [New Required Training](#)

Previous Forms: Required Training Form

Process for setting up new required training



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