



## TRAINING / WORKSHOP REQUEST SHEET

### Procedure for requesting a 'New Training / Workshop'

(FOR ORGANIZERS)



While requesting for a Training or Workshop it is necessary upload the **Participant List** for the Training Manager to approve.

To know knw more, click here [http://process.spoken-tutorial.org/images/c/c2/Participant\\_data.pdf](http://process.spoken-tutorial.org/images/c/c2/Participant_data.pdf)

- Type <http://spoken-tutorial.org> in the browser, this is the link which you should enter to login. Enter your Username and Password.
- Click on 'Software Training' link present in the header part of the screen, and select “Training / Workshop Dashboard”, then locate “[New Training / Workshop Request and Participant List](#)” under Training / Workshop.

or

### Direct Link for requesting Training / Workshop:

<http://spoken-tutorial.org/software-training/training/organiser/request/>

- Select the 'Training Type'
- Select the 'Course / Stream'
- Select 'Department'
- Select 'Date'
- Select 'Software'
- Select 'Preferred Language'
- Please select Yes if you are going to conduct the training activity for the first time in your campus.
- Click on **Submit**.

You will get a notification mail in your Inbox/Spam regarding the approval of the Training / Workshop which will give you the information about the (ONLY if you have uploaded the Participant Attendance List) confirmation along with a Workshop Code. In case you if you did not get the notification mail then please login in your (spoken-tutorial.org) Organizer account and check by using the following link

<http://spoken-tutorial.org/software-training/training/organiser/approved/>

### NOTE:

- A **Training** is a software session which is conducted as a part of the Lab hours alongside a course present in the syllabus or which has relevance to the course taught.
- A **Workshop** is a 2 hour long Software Training session.