**Template courses**

**Submit information**

Send this completed form to the staff editor at medewerkersportal@leidenuniv.nl. The editors will contact you about publishing the information.

**Required information**

|  |  |
| --- | --- |
| 1. Course title
 |  |
| 1. Promotional, summary information about the course, consider:
* Course content
* Target group
* Programme/Learning objectives
* Contact details for questions
 |  |
| 1. Location (building, address, online)
 |  |
| 1. Register link and register deadline
 |  |
| 1. Course duration
 |  |
| 1. Cost of participating in the course
 |  |
| 1. Language
 |  |
| 1. Name of teacher or course leader
 |  |
| 1. Werkvorm:
* e-Learning
* One to one coaching
* Programme
* Training course
* Team coaching
* Workshop
 |  |
| 1. Course date + additional sessions
 |  |
| 1. Target group (multiple options)
* Lecturer
* Guest
* Non-academic staff
* Researcher
* PhD candidate
* Postdoctoral researcher
 |  |
| 1. Optional: Would you like to add a contact block and/or link to other web pages?
 |  |
| 1. Optional: Would you like to attach images to the course information? Then send them along with this form.
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