**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. |  |