

Your in-house training

Thank you very much for your interest in an in-house training at your premises. In order to prepare for the training we have submitted the most important requirements for the organization. Should you have questions concerning this matter, please do not hesitate to contact us.

| Training organization

We need the list of the attendees including the first and the last name as well as the e-mail address 10 days prior to the begin of the training.

| Training room

Please provide sufficient space for the attendees as well as:

- one PC for each attendee (please see data sheet "External Trainings Requirements" for details)
- flipchart
- projector and screen
- wireless presenter (if available)

| Training documents

Trainer will hand out USB sticks including all necessary data.

This data base has to be imported on the computers.

| Training times

As there are several preparations to be done our trainger will be half or one hour earlier at your premises.

The daily plan is as follows:

- ◇ **Beginn: 9.00 am / Finish 5.00 pm**
- ◇ Coffee breaks: 10.30 am and 3.00 pm
- ◇ Lunch: 12.00 pm.

If you wish other training times please contact our trainer.

| Training language

Unless otherwise agreed the training will be held in German. Training in English language is available on request.



| Required information

Please let us have the list of the attendees including following information:

- Exact location (address, building, floor, room number)
- Name of a contact person of your company as well as a mobile phone number (for the first training day)
- Is it possible to reserve a parking space for the trainer (transportation of training documents)
- Is there anything to be noticed concerning safty measures, registration etc.?
- Would you suggest us a good hotel? Are there any special conditions arranged?

| Contact us



If you have further questions or wishes please write us : training@omninet.de



You can contact us also by phone:
[+49 9126 25979 – 0](tel:+499126259790)



Check our website for more information and training dates: www.omninet.de