**Online Training Course Proposal Form**

The Royal Society of Biology’s training programme offers courses to suit all interests and competencies, from enthusiastic students to high level professionals. With the addition of *online training* to our portfolio, we are looking to develop online training courses that may be relevant to our [members](https://www.rsb.org.uk/membership) and anyone else with an interest in biology.

If you are interested in developing an online training course for the Society’s online training portal – [myLearning](mailto:myLearning) – please complete the form below and email to [training@rsb.org.uk](mailto:training@rsb.org.uk). We aim to respond to all course proposals within two weeks.

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| **Course Tutor’s Name:** | | |
| **Course Tutor’s Experience:**  *Give a brief overview of your experience in the proposed area of training. You could include a link to your ‘Linked in’ profile if you have one.*  *Indicate any previous experience you have in delivering training and/or producing training content and materials.* | | |
| **Course Title**  *Choose a short title to reflect the topic of the training course.* | | |
| **Have you run this course (or similar) before?**  No  Yes – Face to face  Yes – Online | **If yes, please provide further details (e.g. summary of course evaluation):** | |
| **Intended course audience:**  *Who is the course aimed at?*  *Who else might benefit from taking the course?* | | |
| **Rationale for the course:**  *Why do you want to set up and run this training through the RSB?* | | |
| **Suggested ideas for marketing the course:** | | |
| **Will you require resources/assistance from us in developing the *content* for this course?**  No  Yes | | **If yes, please provide further details:**  *For example, think about technical requirements, such as producing / editing video content.* |
| **Estimated time frame to produce course content:**  *How many days do you estimate it will take you to produce the content for the course? Hint: 1 day equates to approximately 7.5 hours.* | | |
| **Course Overview**   * *What is the overall aim of the training course?* * *What will the course involve / what can participants expect from the course?* * *How will participants benefit from completing the course?* * *Is it a one-off course or does it link into a broader training programme or project?* * *Is the course endorsed by an external body or recognised training provider?* | | |

**Please email your completed form to** [**training@rsb.org.uk**](mailto:training@rsb.org.uk)