|  |  |
| --- | --- |
| 1. **Tema**Topic
 |  |
| 1. **Instructor (es)**Instructor (s)
 | 1. …
2. …
3. …
 |
| 1. **Tipo**

Type  | **En línea**Online | [ ]  | **Hibrido**Hybrid | [ ]  | **Presencial**On-site  | [ ]  |  |
| 1. **Lugar o plataforma[[1]](#footnote-1)**

Place or plattform [[2]](#footnote-2) |  |
| 1. **Fecha**

Date | **Del**From |       | **Al**to |       | 1. **Horario** Time
 |       | **Hasta**to |       |
| **dd/mm/aaaa** | **dd/mm/aaaa** |

|  |  |
| --- | --- |
| 1. **CONTENIDO** (Tema, carga horaria y expositor)Content (Topic, time load and speaker)
 | 1. **PARTICIPANTES** (Nombres y apellidos)Participants (Name and last name)
 |
| 1. …
2. …
3. …
4. …
 | 1. …
2. …
3. …
4. …
 |

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| --- | --- | --- | --- |
| 1. **OBSERVACIONES** (Resultados, sugerencias, etc.)Observations (Results, suggestions, etc.)
 | 1. **ANEXOS** (Evaluaciones, presentaciones, grabaciones.)Annexes (Evaluations, presentations, recordings.)
 | **Si** / Yes | N**o** |
| 1. …
2. …
3. …
4. …
 | 1. Evaluación / Evaluation
 | [ ]  | [ ]  |
| 1. Presentación(es) / Presentations
 | [ ]  | [ ]  |
| 1. Grabaciones / Recordings
 | [ ]  | [ ]  |
| 1. Material compartido / Share material
 | [ ]  | [ ]  |
| 1. Diplomas / Certificate
 | [ ]  | [ ]  |
| 1. Otro / Other:
 | [ ]  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **RESPONSABLE** Responsible
 | **Nombre y apellidos**Name and last name |       | **Código interno**Code |       |

1. En caso de ser una capacitación presencial o hibrida indique el lugar (Cuidad, País) o la plataforma por la cual se realizo esta. [↑](#footnote-ref-1)
2. In case of on-site or hybrid training indicate the location (City, Country) or the platform by which this was done. [↑](#footnote-ref-2)