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| 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** | |

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| 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: |  |  |

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| 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)