



For Web Team Only
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DVU Featured Training & Events Form

Please complete this form in its entirety and email to AskTheDvu@hq.doe.gov

1. **Course Title:**
2. **Course Start/End Date:**
3. **Start/End Time (Time zone required):**
4. **Registration Link: Website Name and URL Link:**
5. **CHRIS Course Code & Session Number: If Applicable,
Enter 6-Digit CHRIS Course Number 4-Digit CHRIS Session Number**
6. **Cost:**
7. **Course Type: (Ex: Live Webinar, Classroom, Online)**
8. **Course Location:
Training Facility
Address, Room #
City & State :**
9. **Course Description:**
10. **Audience:**
11. **Point of Contact: Name and Email Address:**

The following is an example:

Course Title: Veterans Employee Training

Date: July 15 – 16, 2013

Time: 7:00 am – 3:00 PM ET

Registration Link: OLC, www.olc.gov

Course Type: Classroom Training

Course Location: Forrestal Building, Room GH-257

Course Description: This course will familiarize participants with the Veteran Employment Initiative and how it benefits Energy employees as well as Veterans seeking Federal employment. The course covers special appointing authorities that can be used to expedite the hiring process and recruit Veterans into the workplace. There are three sections along with a pre-test.

Audience: Federal Managers and Employees

Point of Contact: Estela Rogholt, Estela.rogholt@hq.doe.gov

Guidance for Posting to "Featured Training & Events"

"Featured Training & Events" is a subheading area within the DVU Homepage, located under the DVU rotating banner. This area is available to showcase a list of training events in date order (Ascending) with links to upcoming scheduled training programs and training opportunities that contain a deadline or a start/end date.

Your posted event will automatically be unpublished midnight of the END date.

Instructions for adding events to the DVU Featured Training & Events

- 1) Email all completed "Training News" forms to askthedvu@hq.doe.gov
- 2) All articles must follow the format above in order to be published
- 3) All articles must be in plain text format
- 4) To ensure your article is posted in a timely manner, email your completed form 2 weeks from the day you want it posted on the DVU.