

RTD Trainings	Name	Syslog code and link	Dates	Language	Location	Type
	<b>Ares Refresher</b>	<a href="#">RTD_ARES_REFRESH</a>	21/11/2015	French	ORBN 10/SDF1	1 session(s) of 1 half-day
	Objective: Use the document management tool in a more efficient way		07/12/2015	English	ORBN 10/SDF1	
			14/12/2015	French	ORBN 10/SDF1	
	<b>DMC for Newcomers</b>	<a href="#">RTD_DMC-NUTSHELL</a>	Registration for this training can only be made through invitation.			1 session(s) of 1 hour
	Objective: Be aware of the importance of document management in DG RTD					
	<b>Daily Document Management</b>	<a href="#">RTD_GEST_DOC</a>	11/11/2015	English	ORBN 11/SDF1	1 session(s) of 1 half-day
	Objective: To raise awareness about the document management policy and its importance at the DG RTD.					
			24/11/2015	French	ORBN 11/SDF1	
	<b>Request for creation of official files in ARES (Pre-Ares)</b>	<a href="#">RTD_PRE_ARES</a>	Private coaching on demand			PRE-REQUISITE: training "RTD - Daily Document Management"
	Objective: Understanding the Filing Plan and being able to choose the right heading of the CRL					
	<b>RAMSES - Records Management Application</b>	<a href="#">RTD_RAMSES</a>	No course available for the moment - Private coaching on demand			PRE-REQUISITE: training "RTD - Daily Document Management"
	Objective: Learning the procedure of transfer of files, and how to close RAMSES					
	<b>RTD - ARES – Hands-on</b>	<a href="#">RTD_ARES</a>	10/11/2015	English	ORBN 10/SDF1	Mandatory training
	Objective: global vision of electronic document management (E-DOMEC) at DG RTD		21/12/2015	English	ORBN 10/SDF1	
	<b>RTD - ARES Hands-on Light</b>	<a href="#">RTD_ARES_L_HO</a>	05/11/2015	English	ORBN 10/SDF1	Mandatory training
	Objective: general knowledge of the ARES application and the changing working methods		15/12/2015	English	ORBN 10/SDF1	



