**InterHEI**

The interdisciplinary HEI Entrepreneurship Fostering Program

Train the Trainer

**Application Form for Train the Trainer on New Product Development Labs**

March 2023

**Organised by the University of Warsaw**

[**www.interhei.eu**](http://www.interhei.eu)

# Introduction

Once you have completed the application form, please convert this form into a PDF file and send it to Małgorzata Styśko-Kunkowska ([mstysko@psych.uw.edu.pl](mailto:mstysko@psych.uw.edu.pl)).

Before starting, **Please Note:**

* Train the Trainer on New Product Development Labs opens on **17 of March, 2023** and closes on **4 of April, 2023**. The organisers can extend the application deadline at their own discretion.
* The Train the Trainer on New Product Development Labs will run over 4 sessions, each lasting 2-3 hours, on the following dates**:**
  + 8th May 2023 (Monday) 4:00 – 7:00 p.m. CET,
  + 10th May 2023 (Wednesday) 4:00 – 6:00 p.m. CET,
  + 17th May 2023 (Wednesday) 4:00 – 6:00 p.m. CET,
  + 22th May 2023 (Monday) 4:00 – 7:00 p.m. CET.
* To be eligible for Train the Trainer on New Product Development Labs, you need to be working at one of Higher Education Institution (HEIs) or research institution member of InterHEI consortium at the time of application:
* **Priority** will be given to applicants with previous experiences as a mentor, coordinator or facilitator of co-creation workshops, aspirations for commitment as a coordinator/facilitator to InterHEI initiatives, particularly New Product Development Labs, and relevant background in one of the following topics: product development, co-creation workshops, design thinking, innovation management, business development, etc.
* All workshops will be conducted only in **English**. Therefore at least a working knowledge of this language is required.

**All fields are mandatory (\*)**

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| **Applicant Information Sheet** | |
| **Personal Details** | |
| Given name\* | *(Please write your name exactly as shown in your ID card/ passport)* |
| Family name\* | *(Please write your name exactly as shown in your ID card/ passport)* |
| **Contact Details** | |
| Email address\* |  |
| Telephone | *(Daytime/ work, mobile – Please include the country code, e.g. +372 12345678)* |
| Work address\* | *(Please write your working address at scientific organisation here)* |
| **Education** *(please fill in this field with your most recent degree or education in progress)* | |
| Level of education\* | *(bachelor’s degree, master degree, doctoral degree, MBA, other qualification)* |
| Official name of graduation school/university/institution\* |  |
| Programme name\* |  |
| **Employment** *(please fill this section with your university employment details.)* | |
| Employer name\* | *(Please add here your university or research institute name)* |
| Employment type\* | *(Full-time / Part-time / Internship / Freelance)* |
| Name of your position\* |  |
| Position type\* | *(e.g. academic, non-academic)* |
| Organization profile’s URL | *(Add a link to your personal organizational profile, if any)* |
| LinkedIn | *(Add a link to your LinkedIn profile, if any)* |
| Scientific profile | *(Add a link to your profile on ResearchGate, Academia and/or Google Scholar)* |
| **Language** | |
| Are you fluent in English language\* | *(yes / No)* |
| **Additional Information** | |
| Please list/describe your motivation to participate in the Train the Training program and your aspirations for commitment as a local coordinator and/or facilitator to InterHEI initiatives. \* | |
| Please list up to 3 of your previous experiences as a mentor, coordinator or facilitator of co-creation workshop (please start with the most recent one). \* | |
| Please list/describe your relevant backgrounds, such as teaching, training, mentoring, coordinating or facilitating, in one of the following topics: product development, co-creation workshops, design thinking, innovation management, business development, etc. \* | |
| *Please carefully read below statements and* *tick the box.* | |

I confirm that I will be available for the entire period of Train the Trainer on New Product Development Labs and that I accept the Terms & Conditions [hyperlink to terms and conditions] of Train the Trainer on New Product Development Labs. \*

I hereby confirm that the information given in this form is true, complete and accurate to the best of my knowledge. \*

I hereby give my consent to the processing of my personal data contained in this Application Form strictly for the purposes of my participation in the Activity. This consent is given in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). \*

I hereby confirm that my consent is freely given. \*

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