**LIVE TRAINING PHASE**

**Organise Training Teams**

Assign trainers to teams

Assign teams to regions

**Venues**

Liaise with local contacts re: venues

Create venue shortlist

Send shortlist to training manager

Get budget approval

Book venue

**Organise equipment**

Source laptops for all trainers

Obtain laptop specifications

**Travel and Accommodation**

Research local hotels

Create hotel shortlist

Send shortlist to training manager

Get budget approval

Book hotel

Hotel booked

Book flights

Flight booked

**Expenses**

Approve budget

Organise company credit card

Print out expense forms