

LEADERSHIP TRAINING

RESPONSIBILITY OF HOST

√	When	Description
	Prior to Conference	Arrange for proper room set up and A/V equipment as required
	At SPDC	Ensure that room is properly set up and A/V equipment is in place and working properly

RESPONSIBILITY OF District Leaders

√	When	Description
	NLT January	Determine Courses that will be conducted and advise SRO
	NLT End of February	Determine who will be instructor in each course and exact A/V equipment needs and advise headquarters and Host

RESPONSIBILITY OF Headquarters

√	When	Description
	NLT January	Post info on the web
	NLT End of February	Add information to agenda
	NLT March	Advise Host of final A/V Equipment requirements
	At RSC/RAC	Provide instructors with evaluation sheets, sign in sheets, etc, as needed for course.