

# Roles and Responsibilities

## A Shared Approach to Success



You provide the environment, manage local logistics, and help ensure a smooth, high-quality course experience.

We deliver expert instruction, comprehensive materials, and the professional support needed for outstanding training.



1

**Before the Training:** Plan, prepare, and coordinate with BLE to ensure a smooth training launch.

2

**During the Training:** Support instructors, manage logistics, and create a positive learning environment.

3

**After the Training:** Wrap up final tasks, return materials, and complete training evaluations.

### HOST RESPONSIBILITIES

1

#### Documents:

- Submit Training Request Form
- Sign Contract
- Provide Certificate of Insurance (COI)
- Submit Logistical Info Doc
- Maintain Training Roster (internal participants)

#### Logistics:

- Finalize budget
- Pay Deposit Invoice
- Confirm Venue, contracts, facility access
- Arrange wayfinding signage or greeter
- Coordinate instructor lodging & transportation
- Gather dietary restriction info
- Assist with receiving / delivering training materials / equipment
- Promote training

2

- Have an on-site host available
- Greet instructor & participants
- Orient instructors to classroom, lodging, & site
- Communicate & enforce facility rules
- Support participants with special needs or accommodations

3

- Assist with return of training materials & equipment
- Complete Host Feedback Form
- Pay Final Invoice
- Manage refunds (for internal participants)

### BLE RESPONSIBILITIES

1

#### Documents:

- Provide access to the Host Portal
- Provide Contract
- Collect Required Documents
- Maintain Training Roster (public participants)

#### Logistics:

- Assign & coordinate instructors
- Manage public registration (if applicable)
- Enroll participants into the Learning Management System
- Provide teaching resources, training materials, & equipment
- Coordinate instructor lodging & travel logistics
- Promote training

2

- Deliver quality instruction
- Provide a safe learning environment
- Communicate major training or participant issues to host

3

- Collect & transport training materials / equipment
- Issue participant certifications within one week
- Send final invoice
- Credit public registrations
- Manage public registration refunds
- Maintain training records & provide access through Host Portal
- Follow up with Host to discuss future changes