Livius Training Centre

Training Programme Checklist

Chosen our course & type of training *Accredited or In House*	
Chosen our training method *Open, Onsite, Virtual or e-Learning*	
Booked this with Work *Checked annual leave & department logistics*	
Booked this with your Provider *Checked availability & staff names*	
Filed Staff Certificates *Saved to Computer &/or Filed*	
Updated Training Management System *Logged details in training records for expiry*	
Asked Candidates for Feedback *Submitted Feedback to Provider*	
Allowed Candidates to Implement Training *New Skills & Ideas Actioned*	

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