PROGRAM BOOKING PROCESS

A step-by-step guide for Program Coordinators

1 REVIEW VENUE INFORMATION

Program Coordinators review the *Venue Booking Information Pack* for venue and catering costs, room information and maximum participant numbers.

2 CHECK CALENDARS

Program Coordinators check for date clashes:

- School terms and holidays
- T&D Hub Course calendar
- Learning Services – School and CFLC Calendar

Do you need the PCD Team to book your venue?

YES

3 COMPLETE BOOKING FORM

Program Coordinators complete the *T&D Hub Content, Enrolment & Booking Form* and specify your preferred venue.

4 PCD* TEAM BOOKS VENUE

The **People Capability and Development Team** liaises with venues to secure bookings.

NO

3 BOOK VENUE YOURSELF

Program Coordinators contact your chosen venue and make the booking directly.



4 COMPLETE BOOKING FORM

Program Coordinators complete the *T&D Hub Content, Enrolment & Booking Form* and advise the PCD team of your confirmed venue.

5 UPLOAD PROGRAM

The PCD Team uploads the program to the enrolment system using venue, dates and participant information.

6 PUBLISH PROGRAM

The PCD Team publishes the program on the Training and Development Hub.

7 RECEIVE SESSION LINKS

Program Coordinators receive the appropriate links for their session/s.

PROGRAM BOOKING COMPLETE

Your program is published on the Training and Development Hub and session links have been provided.

* PCD - *People Capability and Development*

T & D -*Training and Development*