

# **(TRAINING TITLE)**

## **AGENDA**

*(ADDRESS OF TRAINING LOCATION)*

**(TRAINING DATE)**

*(Training time)*

### **Training Objectives:**

### **Schedule:**

8:30 am – 9:00 am	Registration/Sign In
9:00 am – 10:30 am	(Training Content)
10:30 am – 10:45 am	Break
10:45 am – 12 (noon)	(Training Content)
12:00 pm – 1:00 pm	Lunch
1:00 pm – 2:30 pm	(Training Content)
2:30 pm – 2:45 pm	Break
2:45 pm – 4:15 pm	(Training Content)
4:15 pm – 4:30 pm	Q&A/Evaluations
4:30pm	Adjourn

### **About the Trainer:**

**(Trainer Name, Credentials, Current Place of Employment, and/or Biography)**