**TRAINING AGENDA**

[Company Logo or Name]

**Meeting Details**  
[Meeting Name]

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location** |
| [Date] | [Time] | [Location] |

**Meeting Purpose:**

**Attendees:**

[Name] [Title]

[Name] [Title]

[Name] [Title]

[Name] [Title]

[Name] [Title]

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| **Length** | **Time** | **Activity** |
| 30 min | 9:00-9:30 | Welcome |
|  |  | Icebreaker/Introductions |
|  |  | Purpose and Overview |
| 30 min | 9:30-10:00 | Orientation |
| 15 min | 10:00 -10:15 | Test Your Knowledge |
| 15 min | 10:15-10:30 | BREAK |
| 5 min | 10:30-10:35 | Consensus Building |
| 80 min | 10:35-11:55 | Practice Module |
| 60 min | 11:55-12:55 | LUNCH |
| 60 min | 12:55-1:55 | Planning for Improvement |
| 15 min | 1:55-2:10 | BREAK |
| 15 min | 2:10-2:25 | Tools for Schools |
| 15 min | 2:25-2:40 | Role of SHI Coordinator |
| 20 min | 2:40-3:00 | Questions Evaluations |