

# Sample Training Schedules

## ZOOM TRAINING SAMPLE SCHEDULE

|            |                          |
|------------|--------------------------|
| 12:00 p.m. | <b>Session 1</b>         |
| 1:05 p.m.  | Break                    |
| 1:15 p.m.  | <b>Session 2</b>         |
| 2:00 p.m.  | Break                    |
| 2:10 p.m.  | <b>Session 3</b>         |
| 3:00 p.m.  | Break                    |
| 3:10 p.m.  | <b>Session 4</b>         |
| 4:30 p.m.  | <i>Training end time</i> |

## IN-PERSON TRAINING SAMPLE SCHEDULE, WITH BONUS SESSION

|            |                                       |
|------------|---------------------------------------|
| 8:30 a.m.  | <i>Optional Continental Breakfast</i> |
| 9:00 a.m.  | <b>Session 1</b>                      |
| 10:05 a.m. | Break                                 |
| 10:15 a.m. | <b>Session 2</b>                      |
| 11:00 a.m. | Break                                 |
| 11:10 a.m. | <b>Session 3</b>                      |
| 12:00 p.m. | Lunch                                 |
| 12:45 p.m. | <b>BONUS Session</b>                  |
| 2:00 p.m.  | Break                                 |
| 2:10 p.m.  | <b>Session 4</b>                      |
| 3:30 p.m.  | <i>Training end time</i>              |

## IN-PERSON TRAINING SAMPLE SCHEDULE, SHORTENED\*

|            |                                       |
|------------|---------------------------------------|
| 8:30 a.m.  | <i>Optional Continental Breakfast</i> |
| 9:00 a.m.  | <b>Session 1</b>                      |
| 10:05 a.m. | Break                                 |
| 10:15 a.m. | <b>Session 2</b>                      |
| 11:00 a.m. | Break                                 |
| 11:10 a.m. | <b>Session 3</b>                      |
| 12:00 p.m. | Lunch                                 |
| 1:00 p.m.  | <b>Session 4</b>                      |
| 2:30 p.m.  | <i>Training end time</i>              |

*\*Not our best recommendation, but available if needed*