

**Virtual (Zoom Platform)**

<b>Start Time</b>	8 AM PT	9 AM MT	10 AM CT	11 AM ET
<b>End Time</b>	4 PM PT	5 PM MT	6 PM CT	7 PM ET

This Lead Instructor Refresher Training course agenda is covered in **one day** with short breaks.  
 You must be present for the entire course to receive your Lead Instructor certificate.  
 Late arrival and/or early departure will prevent issuance of certificate.

AGENDA
Attendance
Welcome and Introductions
<b>Preface:</b> Introduction to Course
<b>Part 1:</b> Chapter Overview, Learning Objectives for Chapters 1-4
<b>Part 2:</b> Chapter 5 and Changes to Appendix 3 E.G. Food Company
BREAK
<b>Part 3:</b> Chapters 6 & 7
BREAK
<b>Part 4:</b> Chapters 8-12
<b>Part 5:</b> Chapters 13-16
<b>Part 6:</b> Appendices
<b>Part 7:</b> Course Administration
<b>Wrap Up and Next Steps</b>
Questions
ADJOURN