

**Virtual (Zoom Platform)**

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

This Lead Instructor Refresher Training course agenda is covered in **two days** 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.

DAY 1 AGENDA
Attendance
Welcome and Introductions
<b>Preface:</b> Introduction to Course
<b>Part 1:</b> Chapter Overview, Learning Objectives for Chapters 1-4
<b>BREAK</b>
<b>Part 2:</b> Chapter 5 and Changes to Appendix 3 E.G. Food Company
<b>BREAK</b>
<b>Part 3:</b> Chapter 6
Questions/Expectations for Day 2
ADJOURN

DAY 2 AGENDA
Attendance/Questions from Day 1
<b>Part 3:</b> Chapter 7
<b>BREAK</b>
<b>Part 4:</b> Chapters 8-12
<b>Part 5:</b> Chapters 13 -16
<b>BREAK</b>
<b>Part 6:</b> Appendices
<b>Part 7:</b> Course Administration
<b>Wrap Up and Next Steps</b>
Questions
ADJOURN