

Example Agenda

Training Name

Registration	8:30 - 9:00 AM
Welcome – Speaker	9:00 – 9:10 AM
Topic – Instructor/Speaker <i>Subject Matter Covered</i>	9:10 - 10:30 AM
Break	10:30 - 10:45 AM
Topic – Instructor/Speaker <i>Subject Matter Covered</i>	10:45 - 12:00 Noon
Lunch	12:00 - 1:00 PM
Topic – Instructor/Speaker <i>Subject Matter Covered</i>	1:00 - 2:30 PM
Break	2:30 - 2:45 PM
Topic – Instructor/Speaker <i>Subject Matter Covered</i>	2:45 - 4:00 PM
Adjourn	4:00 PM

The following section does not need to be included on the agenda, but it demonstrates how credits are calculated based on this example agenda:

Total Time	7.5 hours
Less time for registration	- 0.5 hours
Less time for breaks	- 0.5 hours
<u>Less time for lunch</u>	<u>- 1.0 hours</u>
Total hours eligible for credits	= 5.5 hours