

Training Session Agenda

Meeting Name: Training Session

Topic: [Insert Training Topic]

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Attendees:

- [Name] (Trainer)
- [Name] (Participant)
- [Name] (Participant)
- [Name] (Participant)

Agenda:

1. Introduction and Welcome (5 mins): Brief welcome and introduction of attendees.
2. Training Objectives (5 mins): Outline the objectives of the training session.
3. Overview of Training Topic (10 mins): Provide a high-level overview of the topic to be covered.
4. Detailed Training Content (30 mins): Present the main training material, including demonstrations and examples.
5. Interactive Activity or Discussion (20 mins): Engage participants with an interactive activity or discussion related to the training topic.
6. Q&A Session (10 mins): Allow participants to ask questions and clarify any doubts.
7. Recap and Key Takeaways (5 mins): Summarize the key points covered in the session.
8. Next Steps and Follow-Up (5 mins): Discuss any follow-up actions or additional resources for further learning.

Supporting Documents:

- Training materials (slides, handouts)
- Interactive activity instructions
- Additional resources or references

[Try Tactiq to get the full transcript and AI summaries.](#)