Instructions for Customization:

1. Replace the placeholders within the brackets `[ ]` with the relevant details of your training meeting.
2. Adjust the duration for each section based on the specifics of your training program.
3. Add or remove sections as necessary to fit the structure of your training session.
4. Be sure to review the agenda for clarity and flow before distributing it to participants.

This template is designed to be formal and professional, yet straightforward enough for easy customization. Remember to provide all essential information so participants can come prepared and engaged.

Training Meeting Agenda

Date: [MM/DD/YYYY]
Time: [HH:MM AM/PM] – [HH:MM AM/PM]
Location: [Meeting Room/Online Platform]
Facilitator: [Facilitator's Name]

Welcome and Introduction

- Duration: [XX mins]
- Lead: [Name]
- *Briefly introduce the purpose of the training and welcome the attendees.*

Review of Agenda

- Duration: [XX mins]
- Lead: [Name]
- *Present the agenda for the meeting and outline the main objectives.*

Session 1: [Session Title]

- Duration: [XX mins]
- Presenter: [Presenter's Name]
- Topics to Cover:
    - [Topic 1]
    - [Topic 2]
    - [Etc.]
- *Provide a brief overview of the session content.*

Break

- Duration: [XX mins]
- *Allow time for a short break.*

Session 2: [Session Title]

- Duration: [XX mins]
- Presenter: [Presenter's Name]
- Topics to Cover:
    - [Topic 1]
    - [Topic 2]
    - [Etc.]
- *Outline the second session's focus.*

Group Activity

- Duration: [XX mins]
- Lead: [Name]
- Objective: [Activity Objective]
- *Describe the activity and its purpose.*

Lunch Break

- Duration: [XX mins]

Session 3: [Session Title]

- Duration: [XX mins]
- Presenter: [Presenter's Name]

- Topics to Cover:
    - [Topic 1]
    - [Topic 2]
    - [Etc.]
- *Highlight the key points to be discussed in the final session.*

Open Discussion and Q&A

- Duration: [XX mins]
- Moderator: [Name]
- *Encourage participants to ask questions and engage in discussion.*

Action Items and Next Steps

- Duration: [XX mins]
- Lead: [Name]
- *Summarize the action items and outline the next steps.*

Closing Remarks

- Duration: [XX mins]
- Lead: [Name]
- *Conclude the training meeting with any final thoughts or instructions.*

Feedback Session

- Duration: [XX mins]
- Facilitator: [Facilitator's Name]
- *Gather feedback from the participants on the training session.*
