



# Training

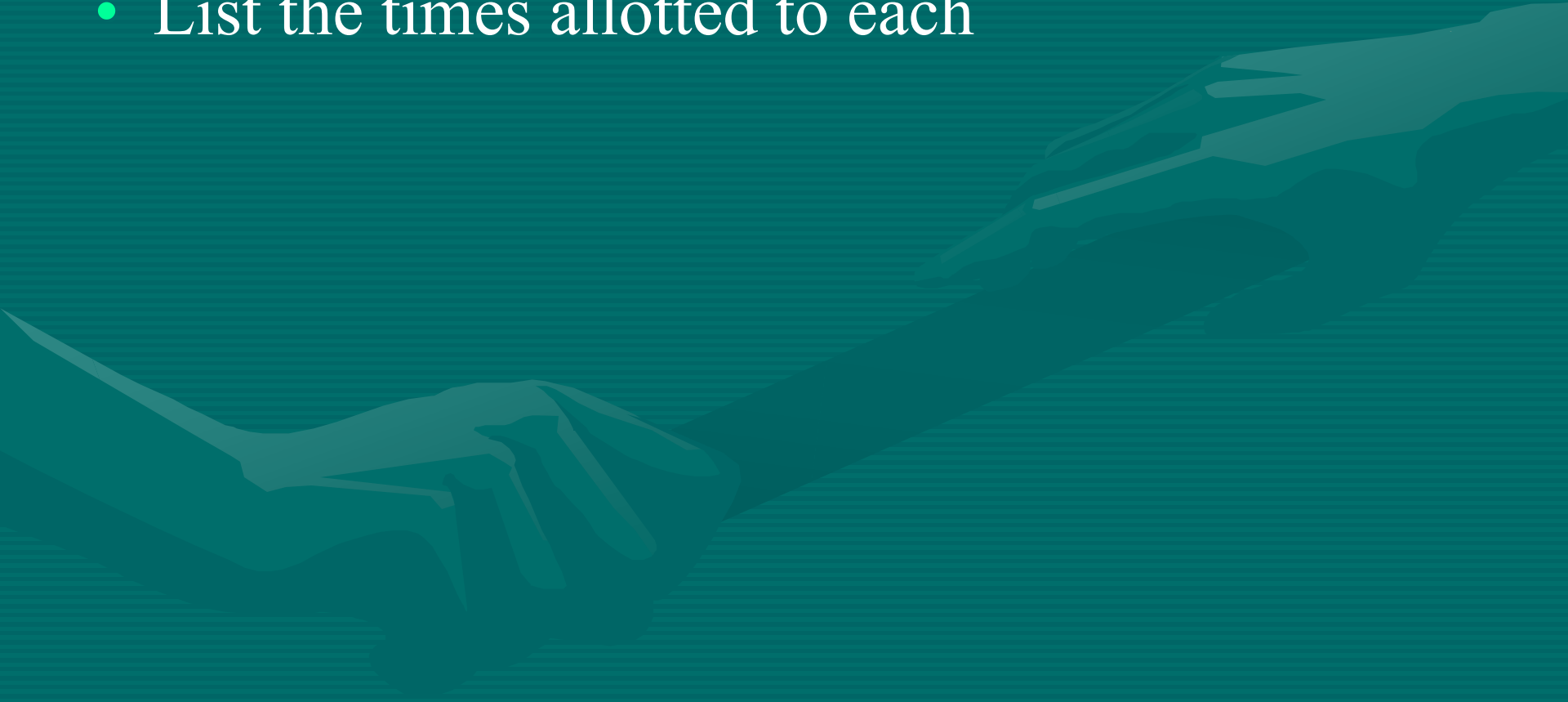
Learning to Work Efficiently and  
Accurately

# Introduction

- Define the subject matter
- State what the audience will learn in this session
- Find out any relevant background and interest of the audience

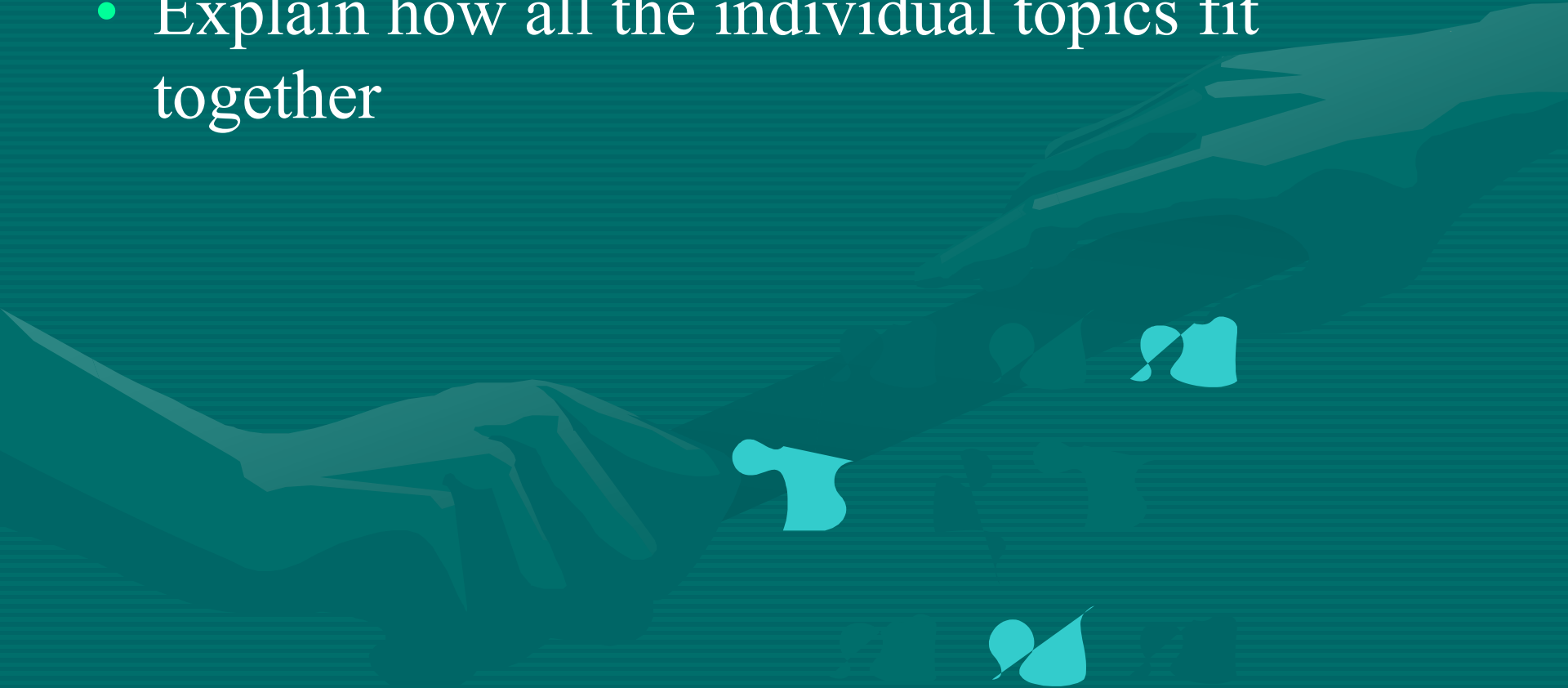
# Agenda

- List the topics to be covered
- List the times allotted to each



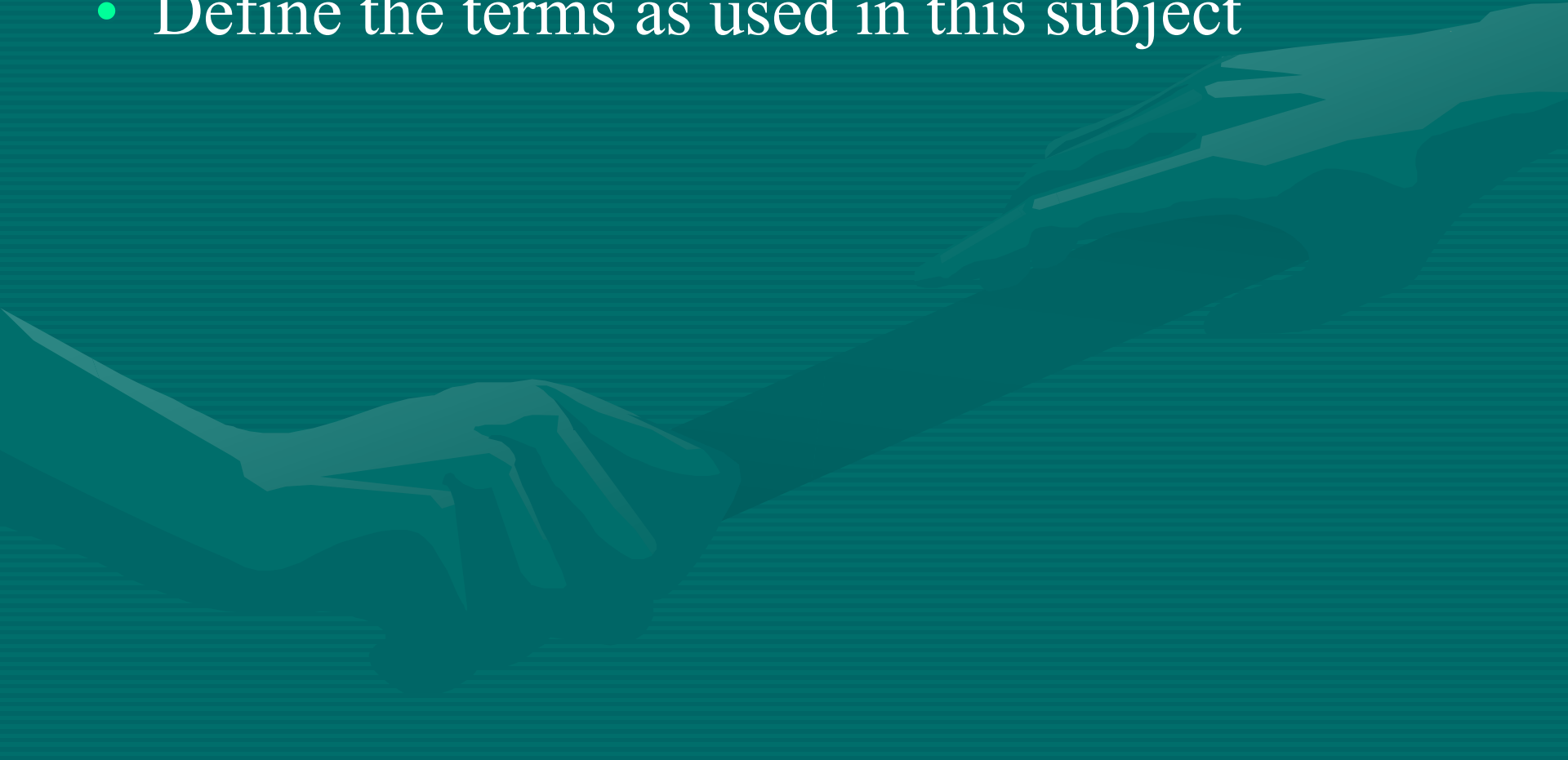
# Overview

- Give the big picture of the subject
- Explain how all the individual topics fit together



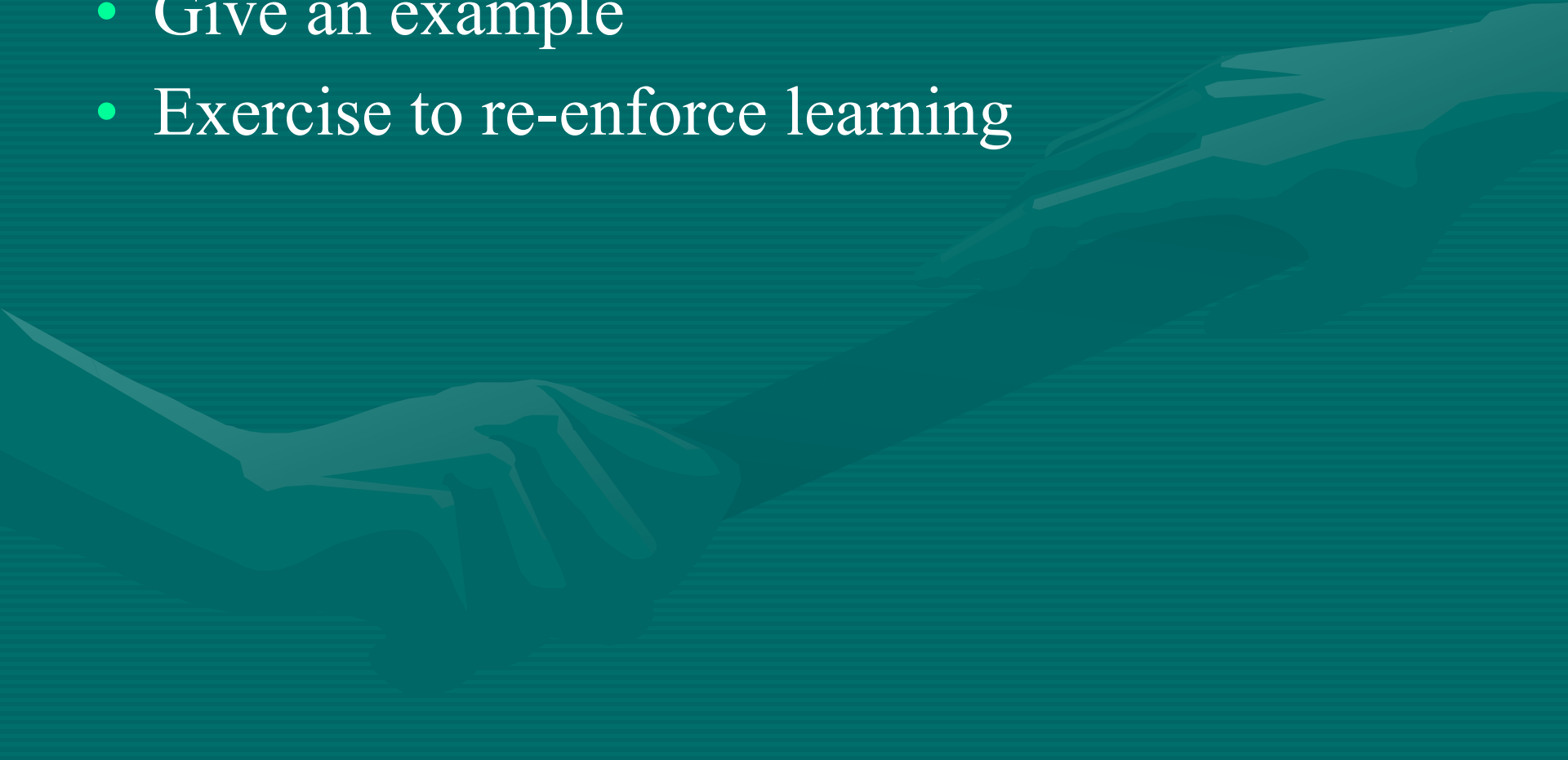
# Vocabulary

- Glossary of terms
- Define the terms as used in this subject



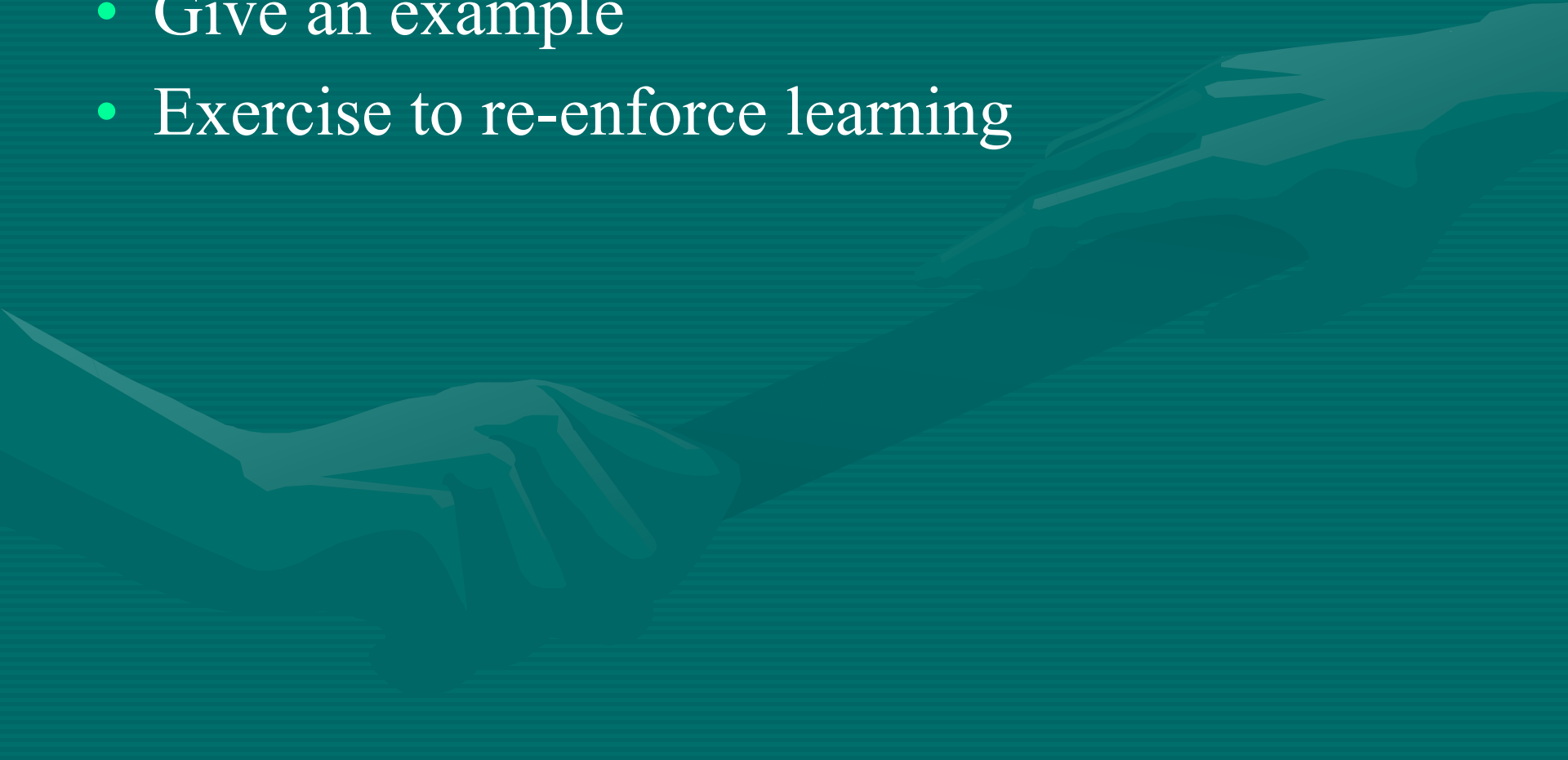
# Topic One

- Explain details
- Give an example
- Exercise to re-enforce learning




# Topic Two

- Explain details
- Give an example
- Exercise to re-enforce learning



# Summary

- State what has been learned
  - Define ways to apply training
  - Request feedback of training session
- 



# Where to Get More Information

- Other training sessions
- List books, articles, electronic sources
- Consulting services, other sources

