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

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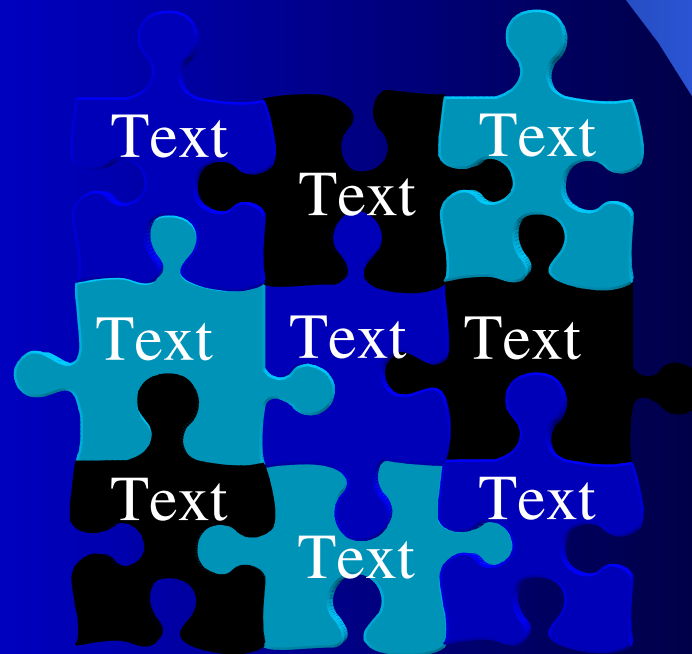
Vocabulary

- 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