

## Virtual (Zoom Platform)

January 17, 2026

<b>Start Time (Daily)</b>	8 AM PT	9 AM MT	10 AM CT	11 AM ET
<b>End Time (Daily)</b>	4 PM PT	5 PM MT	6 PM CT	7 PM ET

This Lead Instructor Refresher Training course agenda is covered in **one day** with short breaks.

**You must be present for the entire course to receive your Lead Instructor certificate.**

Late arrival and/or early departure will prevent issuance of certificate.

AGENDA
Attendance
Welcome and Introductions
<b>Preface:</b> Introduction to Course
<b>Part 1:</b> Chapter Overview, Learning Objectives for Chapters 1-4
<b>Part 2:</b> Chapter 5 and Changes to Appendix 3 E.G. Food Company
<b>30-MINUTE BREAK</b>
<b>Part 3:</b> Chapters 6 & 7
<b>15-MINUTE BREAK</b>
<b>Part 4:</b> Chapters 8-12
<b>Part 5:</b> Chapters 13-16
<b>Part 6:</b> Appendices
<b>15-MINUTE BREAK</b>
<b>Part 7:</b> Course Administration
<b>Wrap Up and Next Steps</b>
<b>Questions</b>
<b>ADJOURN</b>