

Virtual (Zoom Platform)
January 17, 2026

Start Time (Daily)	8 AM PT	9 AM MT	10 AM CT	11 AM ET
End Time (Daily)	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
Preface: Introduction to Course
Part 1: Chapter Overview, Learning Objectives for Chapters 1-4
Part 2: Chapter 5 and Changes to Appendix 3 E.G. Food Company
30-MINUTE BREAK
Part 3: Chapters 6 & 7
15-MINUTE BREAK
Part 4: Chapters 8-12
Part 5: Chapters 13-16
Part 6: Appendices
15-MINUTE BREAK
Part 7: Course Administration
Wrap Up and Next Steps
Questions
ADJOURN