

Virtual (Zoom Platform)
 January 12-13, 2026

Start Time (Daily)	4 PM PT	5 PM MT	6 PM CT	7 PM ET
End Time (Daily)	8 PM PT	9 PM MT	10 PM CT	11 PM ET

This Lead Instructor Refresher Training course agenda is covered in **two days** 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.

DAY 1 AGENDA
Attendance
Welcome and Introductions
Preface: Introduction to Course
Part 1: Chapter Overview, Learning Objectives for Chapters 1-4
BREAK
Part 2: Chapter 5 and Changes to Appendix 3 E.G. Food Company
BREAK
Part 3: Chapter 6
Questions/Expectations for Day 2
ADJOURN

DAY 2 AGENDA
Attendance/Questions from Day 1
Part 3: Chapter 7
BREAK
Part 4: Chapters 8-12
Part 5: Chapters 13 -16
BREAK
Part 6: Appendices
Part 7: Course Administration
Wrap Up and Next Steps
Questions
ADJOURN