

# 3-Day Training Agenda Template

Your specialized program or series of workshops must be a minimum of three days long to ensure that participants understand and master new skills. **Only participants who complete a minimum of three days will receive an Advanced Sales & Marketing Training course completion certification.**

Our *3-Day Training Agenda Template* and *Training Objectives and Course Modules* (see separate document) give you the power and flexibility to meet your top producers' development needs — and achieve your organization's business goals. Now you can create advanced training programs for your top producers that

- Include at least 18 critical training modules
- Effectively utilize at least 9 hours per day / 27 hours over three days (including lunch and twice-daily breaks)
- Re-charge and motivate your top producers, improving their productivity and confidence!

## Recommended Module Selection Process

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1. Company training head determines the training objectives based on organizational goals and needs.
2. Company training head examines all of the course modules for those objectives listed on *Training Objectives and Course Modules*.
3. Company training head selects the most appropriate modules and places a check mark for each in the "Check" column on *Training Objectives and Course Modules*.
4. Company staff record the module Code numbers and names in the *3-Day Training Agenda Template*. Please ensure that the modules, lunch break, breaks, and end-of-day summary total at least 550 minutes per day.
5. The company may incorporate more role plays or discussion sessions on certain critical topics/skills.
6. If needed, the company may build a training program that is longer than three days.

## Optimal Class Size

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The optimal class size is no more than 30 participants. This provides each student with enough time to learn, practice, and acquire the new skill sets.

## Optimal Planning

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A three-day agenda with six (6) modules per day.

# 3-Day Training Agenda Template

## Template for Day 1

Time	Mins	Code	Topic
8:30 a.m.	30		Welcome and Introductions
			<b>Module 1:</b>
	15		Break
			<b>Module 2:</b>
	60		Lunch Break
			<b>Module 3:</b>
			<b>Module 4:</b>
	15		Break
			<b>Module 5:</b>
			<b>Module 6:</b>
5:30 p.m.	10		Summary
<b>Total</b>	<b>550</b>		

# 3-Day Training Agenda Template

## Template for Day 2

Time	Mins	Code	Topic
8:30 a.m.	30		Welcome and Review
			<b>Module 7:</b>
	15		Break
			<b>Module 8:</b>
	60		Lunch Break
			<b>Module 9:</b>
			<b>Module 10:</b>
	15		Break
			<b>Module 11:</b>
			<b>Module 12:</b>
5:30 p.m.	10		Summary
<b>Total</b>	<b>550</b>		

# 3-Day Training Agenda Template

## Template for Day 3

Time	Mins	Code	Topic
8:30 a.m.	30		Welcome and Review
			<b>Module 13:</b>
	15		Break
			<b>Module 14:</b>
	60		Lunch Break
			<b>Module 15:</b>
			<b>Module 16:</b>
	15		Break
			<b>Module 17:</b>
			<b>Module 18:</b>
5:30 p.m.	10		Course Conclusion
<b>Total</b>	<b>550</b>		

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