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# TRAIN Training Agenda

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**Location:** TBD

**Date:** TBD

**Time:** 8:00 AM – 4:00 PM

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8:00 AM – 8:15 AM	<b>Introductions</b>
8:15 AM – 8:25 AM	<b>TRAIN Manual</b>
8:25 AM – 8:45 AM	<b>TRAIN Overview</b>
8:45 AM – 10:00 AM	<b>TRAIN Set-up</b>
<b>10:00 AM – 10:30 AM</b>	<b>30-Minute Break</b>
10:30 AM – 11:00 AM	<b>TRAIN Set-up (continued)</b>
11:00 AM – 12:00 PM	<b>Class Management</b>
<b>12:00 PM – 1:00 PM</b>	<b>1-Hour Lunch</b>
1:00 PM – 2:30 PM	<b>Registration</b>
<b>2:30 PM – 3:00 PM</b>	<b>30-Minute Break</b>
3:00 PM – 3:30 PM	<b>Registration (continued)</b>
3:30 PM – 4:00 PM	<b>Attendance &amp; Grading</b>

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# TRAIN Training Agenda

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**Location:** TBD

**Date:** TBD

**Time:** 8:00 AM – 4:00 PM

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8:00 AM – 9:00 AM	<b>Attendance &amp; Grading (continued)</b>
9:00 AM – 10:00 AM	<b>Member Records</b>
<b>10:00 AM – 10:30 AM</b>	<b>30-Minute Break</b>
10:30 AM – 11:00 AM	<b>Member Records (continued)</b>
11:00 AM – 11:30 AM	<b>New Apprentices/Applicants</b>
11:30 AM – 12:00 PM	<b>Update Member Records</b>
<b>12:00 PM – 1:00 PM</b>	<b>1-Hour Lunch</b>
1:00 PM – 2:00 PM	<b>Update Member Records (continued)</b>
2:00 PM – 2:30 PM	<b>Upgrades</b>
<b>2:30 PM – 3:00 PM</b>	<b>30-Minute Break</b>
3:00 PM – 3:30 PM	<b>Custom Searches</b>
3:30 PM – 4:00 PM	<b>Career Connections</b>