

# Training

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Learning to Work Efficiently and  
Accurately

A decorative graphic element consisting of a blue gradient shape that starts as a thin line and expands into a larger, curved area, resembling a stylized arrow or a modern design element.

# Introduction

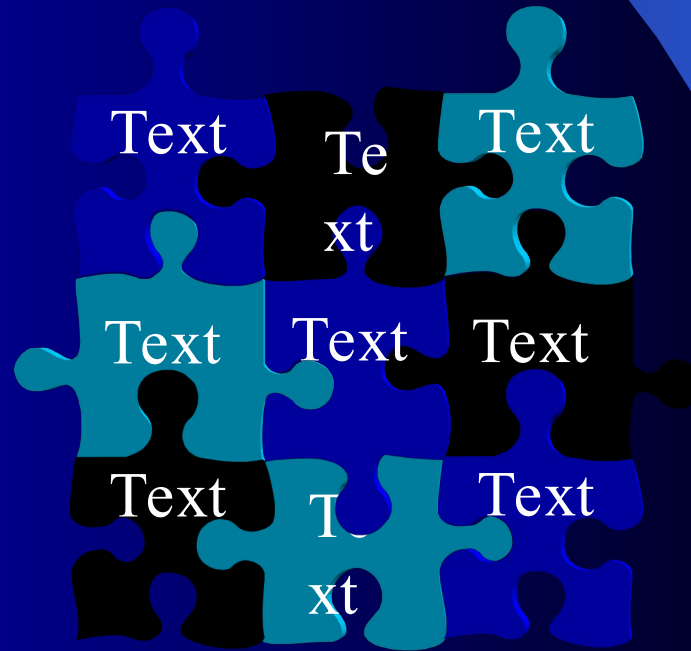
- Define the subject matter
- State what the audience will learn in this session
- Find out any relevant background and interest of the audience

# Agenda

- List the topics to be covered
- List the times allotted to each

# Overview

- Give the big picture of the subject
- Explain how all the individual topics fit together



# Vocabulary

- Glossary of terms
- Define the terms as used in this subject

# Topic One

- Explain details
- Give an example
- Exercise to reinforce learning

# Topic Two

- Explain details
- Give an example
- Exercise to reinforce learning

# Summary

- State what has been learned
- Define ways to apply training
- Request feedback of training session



# Where to Get More Information

- Other training sessions
- List books, articles, electronic sources
- Consulting services, other sources