

Staff Training Meeting Agenda

Date: [Insert Date]

Time: [Insert Start Time] - [Insert End Time]

Location: [Insert Location]

Agenda Items

1. **Welcome and Introductions**
2. **Overview of Training Objectives**
3. **Session 1: [Topic Name]**
 - Time: [Insert Time]
 - Presenter: [Insert Presenter Name]
4. **Break**
5. **Session 2: [Topic Name]**
 - Time: [Insert Time]
 - Presenter: [Insert Presenter Name]
6. **Group Discussion**
7. **Feedback and Q&A**
8. **Closing Remarks**

Prepared by: [Your Name]

Contact Information: [Your Email/Phone Number]