

# Franchisee Training Agenda

Date: [Insert Date]

Location: [Insert Location]

Dear Franchisee,

We are excited to welcome you to the Franchisee Training program. Below is the agenda for the training sessions:

## Training Agenda

| Time                | Session Title                  | Trainer        |
|---------------------|--------------------------------|----------------|
| 9:00 AM - 10:00 AM  | Introduction to Our Brand      | [Trainer Name] |
| 10:15 AM - 11:15 AM | Operations and Procedures      | [Trainer Name] |
| 11:30 AM - 12:30 PM | Sales and Marketing Strategies | [Trainer Name] |
| 12:30 PM - 1:30 PM  | Lunch Break                    | N/A            |
| 1:30 PM - 2:30 PM   | Customer Service Excellence    | [Trainer Name] |
| 2:45 PM - 3:45 PM   | Financial Management           | [Trainer Name] |
| 4:00 PM - 5:00 PM   | Wrap Up and Q&A                | [Trainer Name] |

We look forward to seeing you and ensuring you have a successful start in your franchise journey!

Best Regards,  
[Your Name]  
[Your Position]  
[Your Company]