

# Agenda Outline for External Training Workshop

Dear [Recipient's Name],

We are pleased to invite you to our upcoming External Training Workshop scheduled for [Date] at [Location]. Below is the outline of the agenda for your reference:

## Workshop Agenda

- **09:00 AM - 09:30 AM:** Registration and Networking
- **09:30 AM - 10:00 AM:** Opening Remarks
- **10:00 AM - 11:00 AM:** Session 1: [Title of Session 1]
- **11:00 AM - 11:15 AM:** Break
- **11:15 AM - 12:15 PM:** Session 2: [Title of Session 2]
- **12:15 PM - 01:15 PM:** Lunch Break
- **01:15 PM - 02:15 PM:** Session 3: [Title of Session 3]
- **02:15 PM - 02:30 PM:** Break
- **02:30 PM - 03:30 PM:** Session 4: [Title of Session 4]
- **03:30 PM - 04:00 PM:** Q&A Session
- **04:00 PM - 04:30 PM:** Closing Remarks

We look forward to your participation. Please confirm your attendance by [RSVP Date].

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]