

Contractor Instructional Agenda for Compliance Training

Date: [Insert Date]

Location: [Insert Location]

Time: [Insert Time]

Agenda

1. **9:00 AM - 9:30 AM:** Introduction to Compliance Training
2. **9:30 AM - 10:30 AM:** Understanding Compliance Standards
3. **10:30 AM - 10:45 AM:** Break
4. **10:45 AM - 12:00 PM:** Risk Management Strategies
5. **12:00 PM - 1:00 PM:** Lunch Break
6. **1:00 PM - 2:30 PM:** Practical Application Scenarios
7. **2:30 PM - 3:00 PM:** Q&A Session
8. **3:00 PM - 3:30 PM:** Wrap-Up and Closing Remarks

Preparation Materials

- Compliance Manual - [Insert Link]
- Case Studies - [Insert Link]
- Laptop/Notebook for Notes

Contact Information

For any inquiries, please contact:

[Insert Contact Name]

[Insert Email Address]

[Insert Phone Number]