

Learning Tree Course Agenda

Thank you for enrolling in a Learning Tree course!

We're here to help! This agenda is being provided to you as a guideline and is subject to change based on attendee and instructor recommendations during the course. If you have any questions, or if we can help you in any way, please ask!

FIRST COURSE DAY

8:00 A.M. SIGN IN
Check in at the reception area and verify your name and address.

EACH COURSE DAY

9:00 A.M. COURSE BEGINS
10:15 A.M. COURSE BREAK
10:30 A.M. COURSE RESUMES
12:00 P.M. LUNCH BREAK
1:00 P.M. COURSE RESUMES
2:00 P.M. S-T-R-E-T-C-H
2:15 P.M. COURSE RESUMES
4:30 P.M. COURSE DAY ENDS
OPTIONAL INFORMAL DISCUSSION WITH INSTRUCTOR
(about your projects or areas of interest)

As some class schedules may vary slightly from this course schedule, please refer to your confirmation letter for the exact schedule for your class.

LAST COURSE DAY

3:00 P.M. COURSE AND INSTRUCTOR EVALUATION
Please help us continue to provide you with the highest quality technical education available by giving us your candid and constructive feedback on the instructor, course content and other aspects of the course.

3:30 P.M. FREE COURSE EXAM
To achieve a Learning Tree Specialist or Expert Certification, as well as earn College Semester Hours, the successful completion of your Free Course Exam is required. For planning purposes, while one hour is allowed, these exams typically take 45 minutes or less.
For complete details on our Specialist and Expert Certifications, call 1-800-THE-TREE (843-8733) or go to: LearningTree.com/Certifications

4:30 P.M. COURSE WEEK ENDS
Congratulations on completing this step of your continuing education! We are confident that your newly gained knowledge and skills will enhance your contributions to your organization's goals while advancing your professional and career development.