*EXAMPLE*

**CIVIL RIGHTS TRAINING AGENDA**

*Attach Sign-in Sheet to the Agenda and keep with your training records*

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**Date:** August 1, 20XX

**Trainer(s) Name:**  Kendra Merveldt

**Location of Training:**  OSDE

**Address/City/Zip code:** 2500 N Lincoln Ave, Oklahoma City 73105

**Agenda (Topics Covered):**

Arrival and Check-in……………………………………8:30am-9:00am

Record Keeping and Meal Patterns …………………9:00am-11:00am

Meal Planning and Offer Versus Serve……………...11:00am-1:00pm

Lunch Break…………………………………………….1:00pm-2:00pm

Additional Programs and Hiring Standards………....2:00pm-3:00pm

Other Programs Offered………………………………3:00pm-4:00pm

**TRAINING AGENDA**

*Attach Sign-in Sheet and keep with your training records*

**Date:**

**Trainer(s) Name:**

**Location of Training:**

**Address/City/Zip code:**

**Agenda (Topics Covered):**