

# 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. INDIVIDUAL DISCUSSIONS WITH INSTRUCTOR (1 Hour – Optional)**

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

## LAST COURSE DAY

**3:00 P.M. EVALUATION OF COURSE AND INSTRUCTOR**  
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. CLASS 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.

**3:45 P.M. PROFESSIONAL CERTIFICATION EXAM BEGINS (Optional)**  
For courses that are part of the Learning Tree Professional Certification Program, you have the option to take your Course Exam at this time. For planning purposes, while one hour is allowed, these exams typically take 45 minutes or less. Exams taken immediately after the course are FREE.

**Important Note:** These training hours apply to our Morning Start Time Course Events and not to our newly advertised Afternoon Start Time Course Events, which have varied training hours. Please see your course confirmation for later training hours or call our customer service department at 1-800-THE-TREE (843-8733).

For complete details on our Certification Program, please call **1-800-THE-TREE (1-800-843-8733)**.



**We're here to help!**  
If you have any questions,  
please call **1-800-843-8733**

**Visit our Website at**  
**LearningTree.ca**