

Training Meeting Agenda

Training Topic

Goals/Objectives (What they will learn and benefits)

Date _____ Time _____

Manager _____

Dealership _____



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Key Points (Actions you expect to see/hear this week)

1. _____

2. _____

3. _____

Examples (What will the actions sound/look like? Use for your "Handout")

Demonstrate (How will you show your team what it sounds like/looks like? Tie all examples together.)

Activity

Feedback/Recognition ("What" and "Why" - What did they do and why is it good/bad?)

Touch Ups (Engaging questions that encourage conversation about what is learned and how it's being implemented)

* Every meeting should include a handout and checklist

