

WORK TRIP TRAINING SAMPLE

DAY 1

7:30 AM	●	BREAKFAST & CHECK-IN	Grab breakfast and settle in
8:30 AM	●	WELCOME & INTRODUCTIONS	Kickoff and training goals
9:00 AM	●	WORKSHOP: CORE CONCEPTS (PART 1)	Interactive session
10:00 AM	●	BREAK	15 min
10:15 AM	●	WORKSHOP: CORE CONCEPTS (PART 2)	Interactive session continued
11:15 AM	●	CASE STUDY ANALYSIS	Small group work
12:15 PM	●	LUNCH	
1:15 PM	●	ROLE-PLAY PRACTICE SESSION	
2:15 PM	●	QUIET REFLECTION TIME	Individual processing time
2:30 PM	●	GROUP Q&A AND DISCUSSION	
3:30 PM	●	DAY 1 RECAP	Wrap-up
6:30 PM	●	WELCOME DINNER (OPTIONAL)	Casual, low-key

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WORK TRIP TRAINING SAMPLE

DAY 2

7:30 AM	●	BREAKFAST & CHECK-IN	Grab breakfast and settle in
8:30 AM	●	WORKSHOP: ADVANCED TECHNIQUES (PART 1)	Interactive session
9:30 AM	●	BREAK	15 min
9:45 AM	●	WORKSHOP: ADVANCED TECHNIQUES (PART 2)	Interactive session continued
10:15 AM	●	WORKSHOP: CORE CONCEPTS (PART 2)	Interactive session continued
10:45 AM	●	CASE STUDY ANALYSIS	Small Group Case Studies
12:00 PM	●	LUNCH	
1:00 PM	●	ROLE-PLAY: REAL-WORLD SCENARIOS	
2:00 PM	●	QUIET REFLECTION TIME	Individual processing time
2:15 PM	●	PEER FEEDBACK & Q&A	
3:15 PM	●	DAY 2 RECAP	Wrap-up
EVENING	●	FREE TIME / CASUAL MEETUP	Optional, low-key

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WORK TRIP TRAINING SAMPLE

DAY 3

7:30 AM	●	BREAKFAST & CHECK-IN	Grab breakfast and settle in
8:30 AM	●	WORKSHOP: BRINGING IT ALL TOGETHER	Interactive session
9:30 AM	●	BREAK	15 min
9:45 AM	●	FINAL CASE STUDY / PRACTICUM	
10:45 AM	●	BREAK	15 min
11:00 AM	●	WRAP-UP Q&A AND DISCUSSION	
12:00 PM	●	LUNCH	
1:00 PM	●	CERTIFICATION ASSESSMENT / FINAL ASSIGNMENT	
2:00 PM	●	CERTIFICATE PRESENTATION & CLOSING REMARKS	
3:00 PM	●	DEPARTURE	

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