**3.2 Example of an agenda for a one-day refresher course**

9:00 – 9.30 Welcome coffee

9:30 – 10:00 Opening of the meeting

Welcome and introductions

Presentation of participants

Expectations

10:00 – 10:30 Overall review of training activities implemented by trainers

10:30 – 11:00 Challenges and solutions

Roundtable on main challenges encountered and solutions to overcome them (from administration to organization to implementation and feedback)

11:00 – 11:15 Coffee break

11:30 – 12:00 Challenges and solutions

Roundtable on main challenges encountered and solutions to overcome them (from administration to organization to implementation and feedback)

12:00 – 13:00 Training methodologies: what worked and what not? How can this be fixed?

Review and analysis of most problematic or least used techniques

Demonstration or practice (if applicable)

13:00 – 14:00 Lunch break

14:00 – 15.00 Training methodologies: what worked and what not? How can this be fixed?

Review and analysis of most problematic or least used techniques

Demonstration or practice (if applicable)

15:00 – 15:30 Your changes as trainer

15:30 – 16:00 Closing of the day