Training Agenda
(Example)

Course:	Customer training
Product:	---
Date:	---
Plant, Location:	Site Name – GCB Training Center
Trainer:	Mr. Volkan Uzakgoeren

1st Day

Time	*Subject*	*Chapter*
8.30 - 9.30	**Welcome!** - Short introducing (Organisation, Trainer and Participants) - Your expectations	**2**
9.30 - 9.45	*Break*	
9.45 - 10.45	**Product Description** - Product description & design - Arcing chamber (animation)	**3**
10.45 - 11.00	*Break*	
11.00 - 12.00	- Operating modes, controls & alarms - Customer control & protection (Interlocking)	
12.00 - 13.00	*Lunch*	
13.00 - 14.00	**Operating Mechanism HMB** - Components	**4**
14.00 - 14.15	*Break*	
14.15 - 15.30	- Function (animation) - Preventive Maintenance	
15.30 - 15.45	*Break*	
15.45 - 16.30	**SF6 Gas Handling** - Healthy & Safety aspects - Alarms	**5**
16.30 - 16.45	**Final discussions of the day**	
16.45	**End of day**	

2nd Day

Time	*Subject*	*Chapter*
9.00 - 10.00	**Maintenance Concept** - Maintenance plan - Overhaul criteria	**6**
10.00 - 10.15	*Break*	
10.15 - 12.00	- Preventive maintenance - Tools (data logging file, cumulated current)	
12.00 - 13.00	*Lunch*	
13.00 - 14.30	**Hands-on training on site (or factory visit)**	
14.30 - 14.45	*Break*	
14.45 - 15.15	**Identification & Documentation** - Dimension drawing - Nameplate information - Schematic diagram - Factory Acceptance Test report (if available)	**7** 8
15.15 - 16.30	**Control test**	**9**
16.30 - ……	**Training Feedbacks / Q&A**	