

AIF® DESIGNATION TRAINING CAPSTONE FORMAT

CLASSROOM SESSION AGENDA

8:00 – 9:30 a.m.	Introduction
9:30 – 10:00 a.m.	Step 1 – Organize
10:00 – 10:15 a.m.	<i>Break</i>
10:15 – 10:45 a.m.	Step 1 – Organize – continued
10:45 – 12:00 p.m.	Step 2 – Formalize
12:00 – 1:00 p.m.	<i>Lunch</i>
1:00 – 2:00 p.m.	Step 3 – Implement
2:00 – 2:15 p.m.	<i>Break</i>
2:15 – 3:15 p.m.	Step 4 – Monitor
3:15 – 3:30 p.m.	Review and Wrap-Up
3:30 – 5:00 p.m.	AIF® Designation Examination