

CONTRACT MANAGEMENT WORKSHOP

Day One - Details	Duration	Start	Finish
Registration and Welcome	0:15	8:30 a.m.	8:45 a.m.
Introductions and housekeeping Team rules	0:30	8:45 a.m.	9:15 a.m.
Sessions begin			
<i>Morning Tea</i>	0:15	10:30 a.m.	10:45 a.m.
Sessions continue			
<i>Lunch</i>	0:45	12:30 p.m.	1:15 p.m.
Sessions continue			
<i>Afternoon Tea</i>	0:15	3:00 p.m.	3:15 p.m.
Sessions continue			
Summary & recap for day			
<i>Workshop Closes</i>			5:00 p.m.

Day Two - Details	Duration	Start	Finish
Tea and Coffee	0:15	8:30 a.m.	8:45 a.m.
Recap of day one	0:30	8:45 a.m.	9:15 a.m.
Sessions begin			
<i>Morning Tea</i>	0:15	10:30 a.m.	10:45 a.m.
Sessions continue			
<i>Lunch</i>	0:45	12:15 p.m.	1:00 p.m.
Sessions continue			
<i>Afternoon Tea</i>	0:15	2:45 p.m.	3:00 p.m.
Sessions continue			
Summary Session Conclusion Final wrap up and evaluations			
<i>Workshop Closes</i>			4:00 p.m.