



Ways to Schedule Your Training Programs

Format	Description	Possible Dates and Schedule
Weekend Session	Meet four times within two days, 3 hours per meeting	Friday: 7:00pm - 10:00pm Saturday: 8:00am - 11:00am 1:00pm - 4:00pm 6:00pm - 9:00pm
3-Day Session	Meet four times within three days, 3 hours per meeting	Thursday: 6:00pm - 9:00pm Friday: 6:00pm - 9:00pm Saturday: 9:00am - 11:30am 1:30pm - 5:00pm
4-Day Session	Meet four times within four days, 3 hours per meeting	Monday: 6:00pm - 9:00pm Tuesday: 6:00pm - 9:00pm Wednesday: 6:00pm - 9:00pm Thursday: 6:00pm - 9:00pm
5-Day Session	Assign classroom sessions however you desire over the five-day period	Tuesday: 7:00am - 9:00am Wednesday: 7:00am - 9:00am Thursday: 7:00am - 9:00am Friday: 7:00am - 9:00am Saturday: 8:00am - noon
2-Week Session	Meet twice weekly for two weeks, 3 hours per meeting	Tuesday: 6:30pm - 9:30pm Thursday: 6:30pm - 9:30pm Tuesday: 6:30pm - 9:30pm Thursday: 6:30pm - 9:30pm
4-Week Session	Meet once a week for four weeks, 3 hours per meeting	Tuesdays: 7:00pm - 10:00pm (4x)
6-Week Session	Meet once a week for six weeks, 2 hours per meeting	Wednesdays: 7:00am - 9:00am (6x)
8-Week Session	Meet one time every week for eight weeks, 1 ½ hours per meeting	Fridays: 6:30pm - 8:00pm (8x)



Each Capstone Module is designed to be taught in 12 classroom hours (concentrated), whereas each Foundations for Ministry course or other created courses are 8-16 classroom hours – both are consistent with the standards for continuing education across the country. Listed here are several sample formats you can use to schedule the training opportunities (using the 12 hour format) at your Institute. Be flexible to your student body, your faculty, and your situation.