

Team	OCT 2 - OCT 8	OCT 9 - OCT 15	OCT 16 - OCT 22	OCT 23 - OCT 29
HR				
Payroll		Holiday Advisory (Oct 9-14)		Expenses (Oct 24-26)
Management			Employee Workshop 2022 (Oct 16-21)	
Operations	Staff Retreat (Oct 4-9)			
Marketing			Create FAQs for Website (Oct 16-21)	
Sales				
Internal Communications				