

Employee monthly training calendar

The following slide showcases the monthly training calendar of an employee. This is helpful in managing work priorities based on training schedules of a month.

Employee name		XYZ				
March						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Leadership development 9AM – 6PM	2 Communication skill development 9am – 1pm	3 Communication skill development 9am – 1pm	4	5 Change management 9am – 1pm	6 Change management 9am – 1pm	7 Change management 9am – 1pm
8	9	10 CRM tool 9am – 6pm	11	12	13	14 Emotional intelligence
15	16	17	18 Diversity & inclusion 9am – 11am	19 Diversity & inclusion 9am – 11am	20 Diversity & inclusion 9am – 11am	21
22	23 Add text here	24	25	26 Add text here	27	28
29	30	31 Add text here				