


TRAINING CALENDAR TEMPLATE

Streamline scheduling, track progress, and ensure your team stays on the path to success.





Training Calendar

January2023

MonthYear

MonTueWedThuFriSatSun

26	27	28	29	30	31	1
2	3	4	5	6	7	8
Introduction to Training Conference Room 1 Ms. Toni R. Collins	Effective Communication Training Room 2 Ms. Heather T. Moton	Leadership Skills Workshop Boardroom Ms. Toni R. Collins				
9	10	11	12	13	14	15
	Time Management Techniques (Day 1) Training Room 1 Mrs. Anita J. Sanchez		Time Management Techniques (Day 2) Training Room 1 Mrs. Anita J. Sanchez			Team Building Activities Outdoor Venue All Managers
16	17	18	19	20	21	22
				Conflict Resolution (Day 1) Training Room 2 Ms. Toni R. Collins		Conflict Resolution (Day 2) Training Room 2 Mr. John S. Stephenson
23	24	25	26	27	28	29
					Presentation Skills	