

# Department Training Course Calendar Template

Efficiently organize departmental training with our Free Department Training Course Calendar Template.

## 2020 2ND QUARTER CALENDAR

### Milliard Jewelry

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#### AUGUST

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

#### NOTES

- 1 Introduction to Leadership Skills - Aug. 7th, 9:00 AM - 12:00 PM (Training Room A)
- 2 Time Management and Productivity - Aug. 14th, 1:00 PM - 4:00 PM (Training Room B)
- 3 Effective Communication in the Workplace - Aug. 21st, 9:00 AM - 12:00 PM (Training Room A)

#### SEPTEMBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

#### NOTES

- 1 Team Building and Collaboration - Sept. 4th, 1:00 PM - 4:00 PM (Training Room B)
- 2 Presentation Skills and Public Speaking - Sept. 28th, 9:00 AM - 12:00 PM (Training Room A)

#### OCTOBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

#### NOTES

- 1 Project Management Fundamentals - Oct. 11th, 1:00 PM - 4:00 PM (Training Room B)