


TRAINING CALENDAR TEMPLATE

A training calendar template for effective scheduling and tracking of training sessions and workshops.

						
Training Calendar						
January 2023						
Month Year						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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 Conference Room 2 Ms. Toni R. Collins	
30	31	1	2	3	4	5
Problem Solving Strategies Training Room 1 Mrs. Carol S. Deaton						