

TRAINING CALENDAR 2020

TRAINING DATE	TRAINING TYPE	TRAINING PROGRAMME	TRAINER	# OF HOURS	COMPLETION DATE
01-01-2020	Class Room	• Time Management	Richard	4 Hrs.	01-02-2020
02-02-2020	Class Room	• Technical Skills Learning	Kevin	30 Hrs.	06-03-2020
10-04-2020	Class Room	• Peer Relationships Management	Alice	6 Hrs.	08-01-2020
12-06-2020	Online	• Advance Excel Training	Emily	54 Hrs.	18-07-2020
19-07-2020	Class Room	• Running An Effective Meeting	Richard	8 Hrs.	17-08-2020
20-09-2020	Class Room	• Lean Thinking	Richard	54 Hrs.	30-10-2020
01-11-2020	Class Room	• Payroll Time And Attendance	Andrew	24 Hrs.	03-12-2020



Company
Name

[Contact #]
[Email Address]
[Website]

TRAINING CALENDAR TEMPLATES

