

NAVIGATING KNOWLEDGE, ONE SESSION AT A TIME! ELEVATE YOUR TRAINING PROGRAMS WITH TRAINING CALENDAR TEMPLATE



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	Effective Communication	Leadership Skills Workshop				
Conference Room 1	Training Room 2	Boardroom				
Ms. Toni R. Collins	Ms. Heather T. Moton	Ms. Toni R. Collins				
9	10	11	12	13	14	15
	Time Management Techniques (Day 1)		Time Management Techniques (Day 2)			Team Building Activities
	Training Room 1		Training Room 1			Outdoor Venue
	Mrs. Anita J. Sanchez		Mrs. Anita J. Sanchez			All Managers
16	17	18	19	20	21	22