

WHAT YOU'LL RECEIVE

Elevate your training management with this user-friendly and efficient tool designed for seamless coordination.

January 2023						
Training Calendar						
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						

Calendar

Training Calendar				
		James Smith	January 1, 2023	
		Name	Date	
Date	Training Name	Location	Time	Trainer
January 2, 2023	Introduction to Training	Conference Room 1	1:00 PM - 5:00 PM	Ms. Toni R. Collins
January 3, 2023	Effective Communication	Training Room 2	8:00 AM- 5:00 PM	Ms. Heather T. Moton
January 4, 2023	Leadership Skills Workshop	Boardroom	8:00 AM- 5:00 PM	Ms. Toni R. Collins
January 10, 2023	Time Management Techniques (Day 1)	Training Room 1	8:00 AM- 5:00 PM	Mrs. Anita J. Sanchez
January 12, 2023	Time Management Techniques (Day 2)	Training Room 1	8:00 AM- 5:00 PM	Mrs. Anita J. Sanchez
January 15, 2023	Team Building Activities	Outdoor Venue	8:00 AM- 5:00 PM	All Managers
January 20, 2023	Conflict Resolution (Day 1)	Training Room 2	8:00 AM- 5:00 PM	Ms. Toni R. Collins
January 22, 2023	Conflict Resolution (Day 2)	Training Room 2	8:00 AM- 12:00 PM	Mr. John S. Stephenson
January 28, 2023	Presentation Skills	Conference Room 2	8:00 AM- 5:00 PM	Ms. Toni R. Collins
January 30, 2023	Problem Solving Strategies	Training Room 1	8:00 AM- 5:00 PM	Mrs. Carol S. Deaton

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