

TRAINING CALENDAR TEMPLATE

Organizes training schedules for efficient learning and development management.

TRAINING CALENDAR		This Month Focus		To be completed		Completed		Cancelled		Progress	
22 February 2024		Goal to improve skills		To be completed		Completed		Cancelled		Progress	
Notes		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	Progress		
08:00 - Morning Meeting		08:00 - Morning Meeting	08:00 - Morning Meeting	08:00 - Morning Meeting	08:00 - Morning Meeting	08:00 - Morning Meeting	08:00 - Morning Meeting	08:00 - Morning Meeting	0%		
09:00 - Training Session		09:00 - Training Session	09:00 - Training Session	09:00 - Training Session	09:00 - Training Session	09:00 - Training Session	09:00 - Training Session	09:00 - Training Session	10%		
10:00 - Meeting with Manager		10:00 - Meeting with Manager	10:00 - Meeting with Manager	10:00 - Meeting with Manager	10:00 - Meeting with Manager	10:00 - Meeting with Manager	10:00 - Meeting with Manager	10:00 - Meeting with Manager	20%		
11:00 - Working on new project		11:00 - Working on new project	11:00 - Working on new project	11:00 - Working on new project	11:00 - Working on new project	11:00 - Working on new project	11:00 - Working on new project	11:00 - Working on new project	30%		
12:00 - HR Training Session		12:00 - HR Training Session	12:00 - HR Training Session	12:00 - HR Training Session	12:00 - HR Training Session	12:00 - HR Training Session	12:00 - HR Training Session	12:00 - HR Training Session	40%		
13:00 - HR Training Session		13:00 - HR Training Session	13:00 - HR Training Session	13:00 - HR Training Session	13:00 - HR Training Session	13:00 - HR Training Session	13:00 - HR Training Session	13:00 - HR Training Session	50%		
14:00 - HR Training Session		14:00 - HR Training Session	14:00 - HR Training Session	14:00 - HR Training Session	14:00 - HR Training Session	14:00 - HR Training Session	14:00 - HR Training Session	14:00 - HR Training Session	60%		
15:00 - HR Training Session		15:00 - HR Training Session	15:00 - HR Training Session	15:00 - HR Training Session	15:00 - HR Training Session	15:00 - HR Training Session	15:00 - HR Training Session	15:00 - HR Training Session	70%		
16:00 - HR Training Session		16:00 - HR Training Session	16:00 - HR Training Session	16:00 - HR Training Session	16:00 - HR Training Session	16:00 - HR Training Session	16:00 - HR Training Session	16:00 - HR Training Session	80%		
17:00 - HR Training Session		17:00 - HR Training Session	17:00 - HR Training Session	17:00 - HR Training Session	17:00 - HR Training Session	17:00 - HR Training Session	17:00 - HR Training Session	17:00 - HR Training Session	90%		
18:00 - HR Training Session		18:00 - HR Training Session	18:00 - HR Training Session	18:00 - HR Training Session	18:00 - HR Training Session	18:00 - HR Training Session	18:00 - HR Training Session	18:00 - HR Training Session	100%		



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