





TIME	Monday	Tuesday	Wednesday	Thursday
1:30pm to 2.15pm	Campus Closed	 Different types of Business documentation and their uses - Trainer: Helen Room 201	 Different types of Business documentation and their uses - Trainer: Helen Room 201	
3:00pm to 3.45pm	Campus Closed	Visual Storytelling with Canva: Posters, Charts, and Timelines - Trainer: Amy Room 202	Mastering Document Creation: Tools for Writing, Editing, and Finalizing - Trainer: Amy Room 202	Visual Storytelling with Canva: Posters, Charts, and Timelines - Trainer: Amy Room 202
4:00pm to 4.45pm	Campus Closed	Active Listening - Trainer: Dane Room 203	Budgets & Financial Plans - Trainer: Glenn Room 203	Budgets & Financial Plans - Trainer: Glenn Room 203
6:00pm to 6.45pm	Campus Closed	Leading Communication in the Workplace - Trainer: Marcio Room 205	Manage Project Time - dependencies and all the tricks for a good project - Trainer: Marcio Room 205	Manage Project Time - dependencies and all the tricks for a good project - Trainer: Marcio Room 205