



VIRTUAL INSTRUCTOR-LED TRAINING CALENDAR



OCTOBER 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6	7 Time Management & Planning (6 hours) 09:30 - 15:30	8 Problem Solving and Decision Making (6 hours) 09:30 - 15:30	9 IR: Initiating of Disciplinary Hearings (6 hours) 09:30 - 15:30	10
13	14 Basic Computers (6 hours) 09:30 - 15:30	15 MS Excel - Basic (6 hours) 09:30 - 15:30	16 MS Excel-Intermediate (6 hours) 09:30 - 15:30	17
20	21 MS Excel - Advanced (6 hours) 09:30 - 15:30	22 Stacking & storing (6 hours) 09:30 - 15:30	23 Strategic decision making Training (6 hours) 09:30 - 15:30	24
27	28 Emotional Intelligence (6 hours) 09:30 - 15:30	29	30	31