

# Employee Skills Training Agenda

## Training Overview

- Date: \_\_\_\_\_
- Location: \_\_\_\_\_
- Trainer(s): \_\_\_\_\_

## Objectives

- Enhance essential workplace skills
- Promote collaboration and efficiency
- Develop practical knowledge for day-to-day tasks

## Agenda Schedule

Time	Topic	Presenter
09:00 - 09:15	Welcome & Introductions	_____
09:15 - 10:00	Communication Skills	_____
10:00 - 10:45	Problem Solving Workshop	_____
10:45 - 11:00	Break	-
11:00 - 12:00	Teamwork & Collaboration	_____
12:00 - 13:00	Lunch Break	-
13:00 - 14:00	Time Management Skills	_____
14:00 - 14:45	Q&A / Feedback Session	_____
14:45 - 15:00	Closing Remarks	_____

## Notes

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_