# Staff Training Schedule Template

**Department:**

**Trainer:**

**Training Period:**

| Date | Time | Training Topic | Trainer | Location | Participants | Notes |
|------|------|----------------|---------|----------|--------------|-------|
|      |      |                |         |          |              |       |
|      |      |                |         |          |              |       |
|      |      |                |         |          |              |       |

**Additional Comments:**

**Prepared by:**

**Date:**