

# APRIL 2012

## MONTHLY TRAINING CALENDAR



# TOP GLOVE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>2</b> Orientation for New Staffs / Local Workers / Industrial Trainees	<b>3</b>	<b>4</b> Open Office Writer Training for F13	<b>5</b>	<b>6</b>	<b>7</b> DVD Screening (1 to 2 hours)	<b>8</b>
<b>9</b> Orientation for New Staffs / Local Workers / Industrial Trainees	<b>10</b> GS1 Bar Coding for Retail Product	<b>11</b> Open Office Calc Training for F19	<b>12</b>	<b>13</b>	<b>14</b> DVD Screening (1 to 2 hours)	<b>15</b>
<b>16</b> Orientation for New Staffs / Local Workers / Industrial Trainees	<b>17</b> Corporate Grooming & Business Etiquette (1 <sup>st</sup> Session -For Ladies)	<b>18</b> Open Office Impress Training for F21	<b>19</b> How to Maintain Cargo Document Integrity	<b>20</b>	<b>21</b> <ul style="list-style-type: none"> <li>DVD Screening (1 to 2 hours)</li> <li>Teambuilding for workers</li> </ul>	<b>22</b>
<b>23</b>	<b>24</b> Making the Most Out of Your Time (Time Management)	<b>25</b> <ul style="list-style-type: none"> <li>Negotiation Skills</li> <li>Open Office Base Training for F03</li> </ul>	<b>26</b>	<b>27</b>	<b>28</b> DVD Screening (1 to 2 hours)	<b>29</b>
<b>30</b> International Trade Payment Term (1 Day only)						