

Use our “Training schedule template” to schedule your training.

The template is designed for 10 training days; if your program provides fewer days, you can simply not fill in the extra tables. Otherwise, you need to add the required number of tables in the same way as the existing order.

The table header contains several essential and summary fields:

TRAINING:	“Training title”	TOTAL HOURS	TOTAL BREAK HOURS	TOTAL TRAINING HOURS
DATES:	January 10-21, 2022	92:30	10:00	82:30
OBJECTIVE:	Training objective			
LOGISTICAL REQUIREMENTS:	Hall for 30 people, 6 round tables, laptop, projector, 4 flipcharts			

- “TRAINING” - enter the name of your training program in this field;
- “DATES” - in this field, indicate the dates of the training in a form convenient for you;
- “TOTAL HOURS” - this field contains a formula that automatically sums up the duration of all training days included in the schedule below;
- “TOTAL BREAK HOURS” - in this column, you need to enter the total duration of breaks for all training days;
- “TOTAL TRAINING HOURS” - this column contains a formula that will calculate the total duration of training sessions (minus the time of breaks);
- “OBJECTIVE” - in this field, enter the objective of your training, you can additionally specify the audience;
- “LOGISTICAL REQUIREMENTS” - in this column, it is necessary to indicate the special requirements for logistics, premises, consumables for the training.

Below are 10 identical mini-tables in which you need to enter the schedule for each day (all training sessions and breaks).

					DAY 1	
TIME	LOCATION	TOPIC	TRAINING TYPE	FACILITATOR	MATERIALS NEEDED	

In the upper field of each mini-table, you must indicate the corresponding date of the training day.

- The “TIME” column is divided into 3 columns. The separator is in the middle column. In the first and third, you need to indicate the start and end time of each training session;

- In the “LOCATION” column, you need to indicate the premises where the sessions will be held (if they are different);
- In the “TOPIC” column, you must specify the name of the training session;
- In the column “TRAINING TYPE,” it is necessary to show the format of the session that will be held (for example, lecture, facilitation, discussion, etc.);
- In the column “FACILITATOR,” it is necessary to indicate the names of the trainers (facilitators) of each of the training sessions;
- In the “MATERIALS NEEDED” column, indicate the list and quantity of consumables needed during the sessions.
- All the information presented is necessary to describe the training blocks; you only need to specify the time to fix lunch (or other) breaks. Therefore, lines for breaks can be formatted in an arbitrary format, such as in the screenshot below.

				DAY 1	01/10/22
TIME	LOCATION	TOPIC	TRAINING TYPE	FACILITATOR	MATERIALS NEEDED
8:00 AM - 8:45 AM	Building A, 4th floor, hall 405	Topic 1	Type 1	John P.	Flipcharts, markers, paper
8:45 AM - 10:00 AM	Building A, 4th floor, hall 405	Topic 2	Type 2	Alice K.	-
10:00 AM - 11:15 AM	Building A, 4th floor, hall 405	Topic 3	Type 3	John P., Hanna M.	Flipcharts, markers, paper
11:15 AM - 12:00 PM	Building A, 4th floor, hall 405	Topic 4	Type 4	Hanna M.	Flipcharts, markers, paper
12:00 PM - 1:00 PM	Lunch break				
1:00 PM - 3:00 PM	Building A, 4th floor, hall 405	Topic 5	Type 5	Alice K.	-
3:00 PM - 4:30 PM	Building A, 4th floor, hall 405	Topic 6	Type 6	Hanna M.	Flipcharts, markers, paper
4:30 PM - 5:15 PM	Building A, 4th floor, hall 405	Topic 7	Type 7	John P., Alice K.	-

Complete the tables in the same way for all training days.