

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Minute Taking	26 Minute taking	27	28		

March 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3 Basic Archives & Records Management	4 Basic Archives & Records Management	5 Basic Archives & Records Management	6 Basic Archives & Records Management	7 Basic Archives & Records Management	8	9
10 Intermediate Archives & Records Management	11 Intermediate Archives & Records Management	12 Intermediate Archives & Records Management	13 Intermediate Archives & Records Management	14 Intermediate Archives & Records Management	15	16
17	18	19 Stress Management	20	21	22	23
24 Trauma Counseling & Management	25 Trauma Counseling & Management	26 Trauma Counseling & Management	27 Trauma Counseling & Management	28 Trauma Counseling & Management	29	30
31						

April 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7 Advanced Archives & Records Management	8 Advanced Archives & Records Management	9 Advanced Archives & Records Management	10 Advanced Archives & Records Management	11 Advanced Archives & Records Management	12	13
14 Conflict Management	15 Conflict Management	16	17	18	19	20
21	22 Anger Management	23 Anger Management	24	25	26	27
28 Minute Taking	29 Minute Taking	30				

May 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5 Emotional Intelligence: Self Awareness	6 Emotional Intelligence: Self Awareness	7 Emotional Intelligence: Self Awareness	8 Emotional Intelligence: Self Awareness	9	10	11
12 Business Writing Skills	13 Business Writing Skills	14 Business Writing Skills	15 Business Writing Skills	16 Business Writing Skills	17	18
19	20 Assertiveness Skills	21	22 Conflict Management	23 Conflict Management	24	25
26 Interpersonal Skills	27 Interpersonal Skills	28 English Empowerment	29 English Empowerment	30 English Empowerment	31	

June 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2 Emotional Intelligence: Self in Relation to Others	3 Emotional Intelligence: Self in Relation to Others	4 Emotional Intelligence: Self in Relation to Others	5 Emotional Intelligence: Self in Relation to Others	6 Emotional Intelligence: Self in Relation to Others	7	
9 Book & Paper Preservation/Conservation	10 Book & Paper Preservation/Conservation	11 Book & Paper Preservation/Conservation	12 Book & Paper Preservation/Conservation	13 Book & Paper Preservation/Conservation	14	
16	17	18 English Empowerment Workshop	19 English Empowerment Workshop	20 English Empowerment Workshop	21	
23	24 Customer Care (Library)	25 Customer Care (Library)	26	27 Stress Management	28	
30						

July 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7 Report Writing	8 Report Writing	9 Report Writing	10 Stress Management	11	12	13
14 Basic Archives and Records Management	15 Basic Archives and Records Management	16 Basic Archives and Records Management	17 Basic Archives and Records Management	18	19	20
21 Intermediate Archives and Records Management	22 Intermediate Archives and Records Management	23 Intermediate Archives and Records Management	24 Intermediate Archives and Records Management	25 Intermediate Archives and Records Management	26	27
28 Reference Services	29 Reference Services	30 Reference Services	31			

August 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4 Emotional Intelligence: Barriers to Emotional Intelligence	5 Emotional Intelligence: Barriers to Emotional Intelligence	6 Emotional Intelligence: Barriers to Emotional Intelligence	7 Emotional Intelligence: Barriers to Emotional Intelligence	8 Emotional Intelligence: Barriers to Emotional Intelligence	9	10
11	12 Report Writing Skills	13 Report Writing Skills	14 Report Writing Skills	15	16	17
18 Interpersonal Skills	19 Interpersonal Skills	20 Stress Management	21	22	23	24
25	26 Conflict Management	27 Conflict Management	28 Minute Taking	29 Minute Taking	30	31

September 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2 Basic Archives & Records Management	3 Basic Archives & Records Management	4 Basic Archives & Records Management	5 Basic Archives & Records Management	6	7
8	9 Minute Taking	10 Minute Taking	11 Interpersonal skills	12 Interpersonal skills	13	14
15 Business Writing Skills	16 Business Writing Skills	17 Business Writing Skills	18 Business Writing Skills	19 Business Writing Skills	20	21
22	23	24 Assertiveness	25	26	27	28
29	30					

October 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6 Advanced archives and record management	7 Advanced archives and record management	8 Advanced archives and record management	9 Advanced archives and record management	10 Advanced archives and record management	11	12
13 Anger Management	14 Anger Management	15 English Empowerment	16 English Empowerment	17 English Empowerment	18	19
20 Overview of Library & Information Services	21 Overview of Library & Information Services	22 Overview of Library & Information Services	23	24	25	26
27	28 Conflict Management	29 Conflict Management	30	31		

November 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3 English Empowerment	4 English Empowerment	5 English Empowerment	6	7	8	9
10 Report Writing	11 Report Writing	12 Report Writing	13	14	15	16
17 Intermediate Archives and records	18 Intermediate Archives and records	19 Intermediate Archives and records	20 Intermediate Archives and records	21 Intermediate Archives and records	22	23
24 Basic Archives and records management	25 Basic Archives and records management	26 Basic Archives and records management	27 Basic Archives and records management	28	29	30