

MAY 2026 TRAINING CALENDAR



1st May

Executive and Personal Assistants



2nd May

Administrative Office Procedures



3rd May

Event Planning



4th May

Presentation Skills



5th May

Human Resource Management



6th May

Health and Wellness at Work



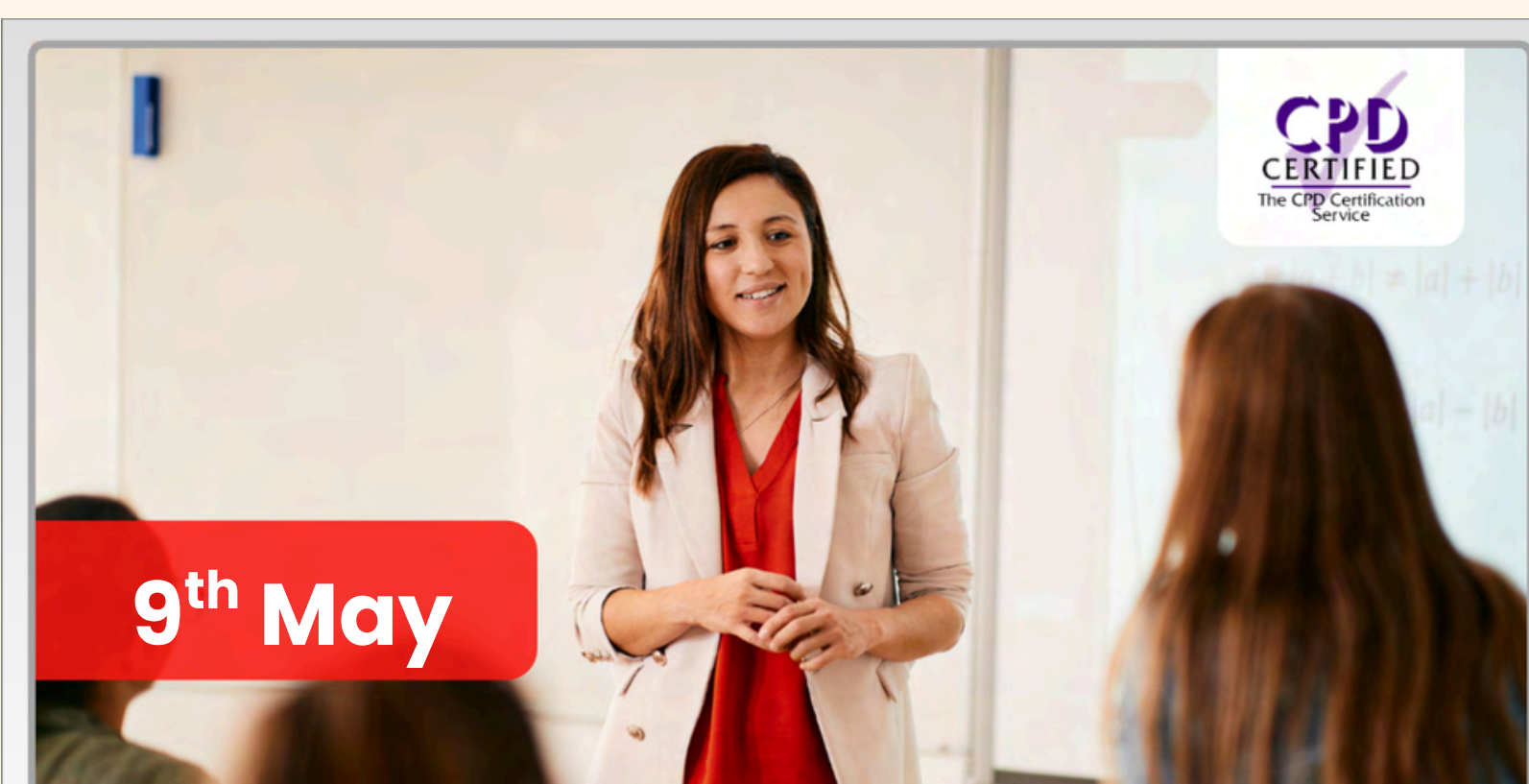
7th May

Managing Safely



8th May

Train-The-Trainer



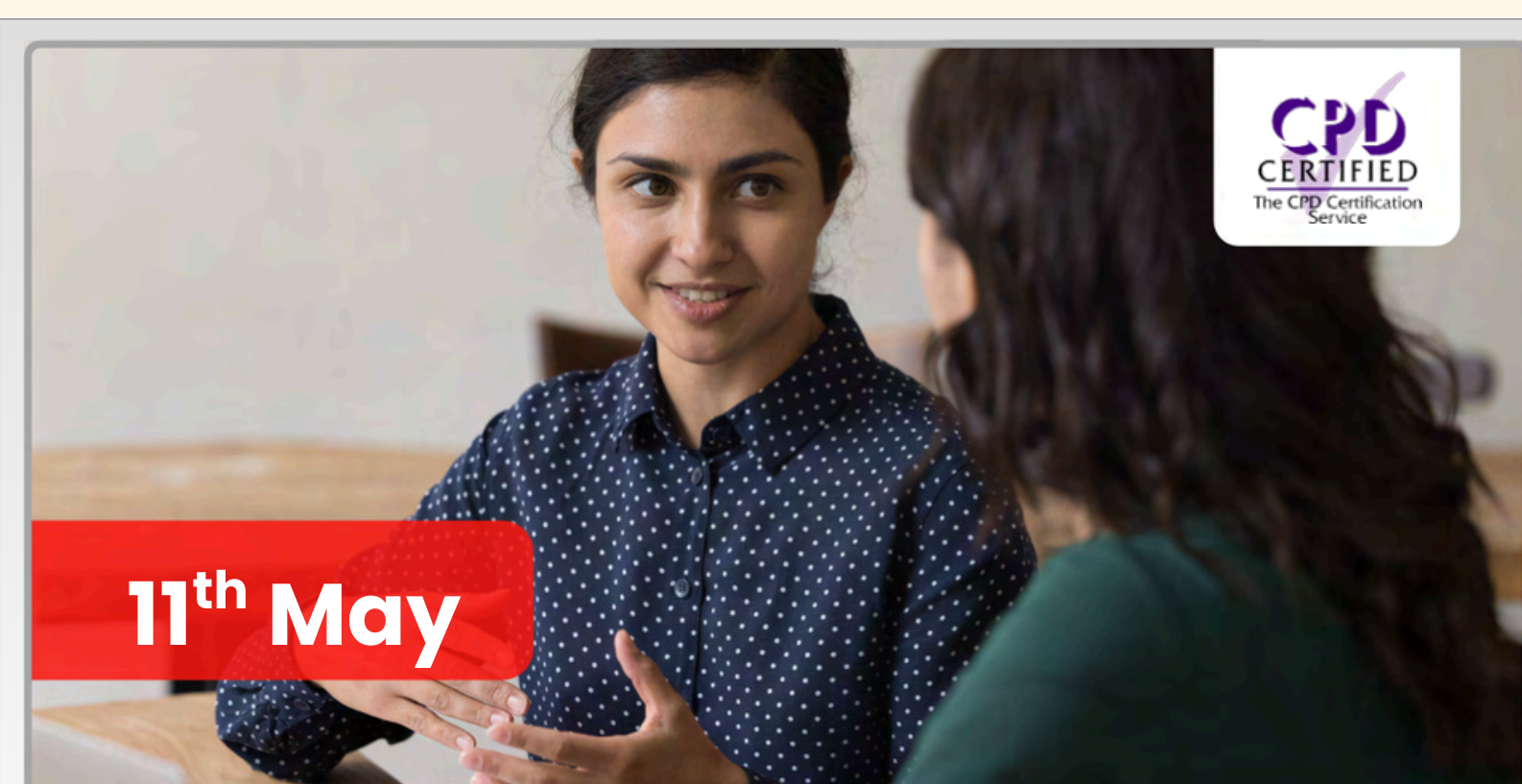
9th May

Women in Leadership



10th May

Entrepreneurship



11th May

Communication Strategies



12th May

Cyber Security



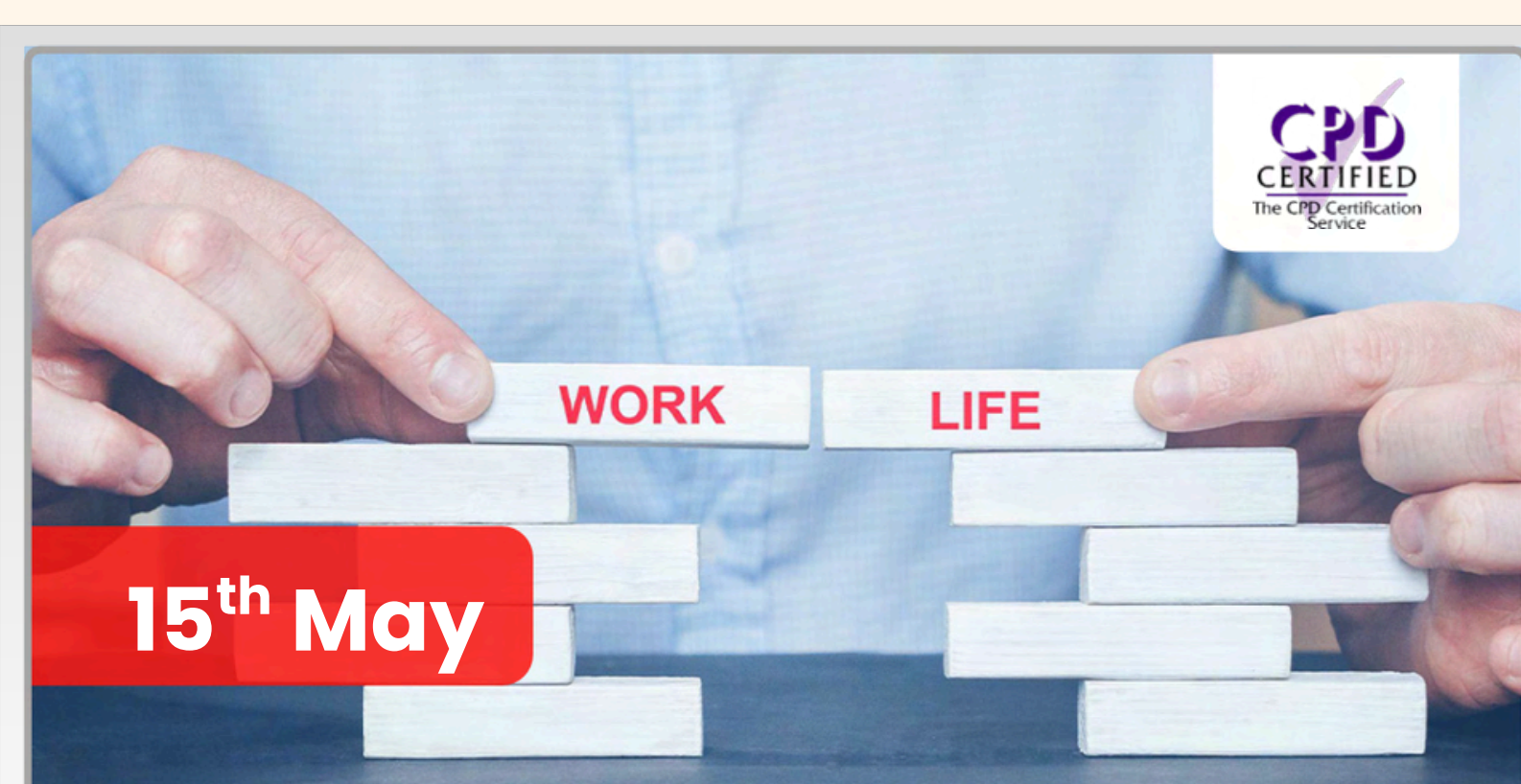
13th May

Team Building For Managers



14th May

Public Speaking



15th May

Work-Life Balance



16th May

The Highfield Level 2 International Award in the Control of Substances Hazardous to Health (COSHH)



17th May

Level 3 - Supervising Food Safety



18th May

Office Health And Safety



19th May

Certified Human Resources Manager (CHRM)



20th May

Managing Workplace Harassment



21st May

Diversity & Inclusion



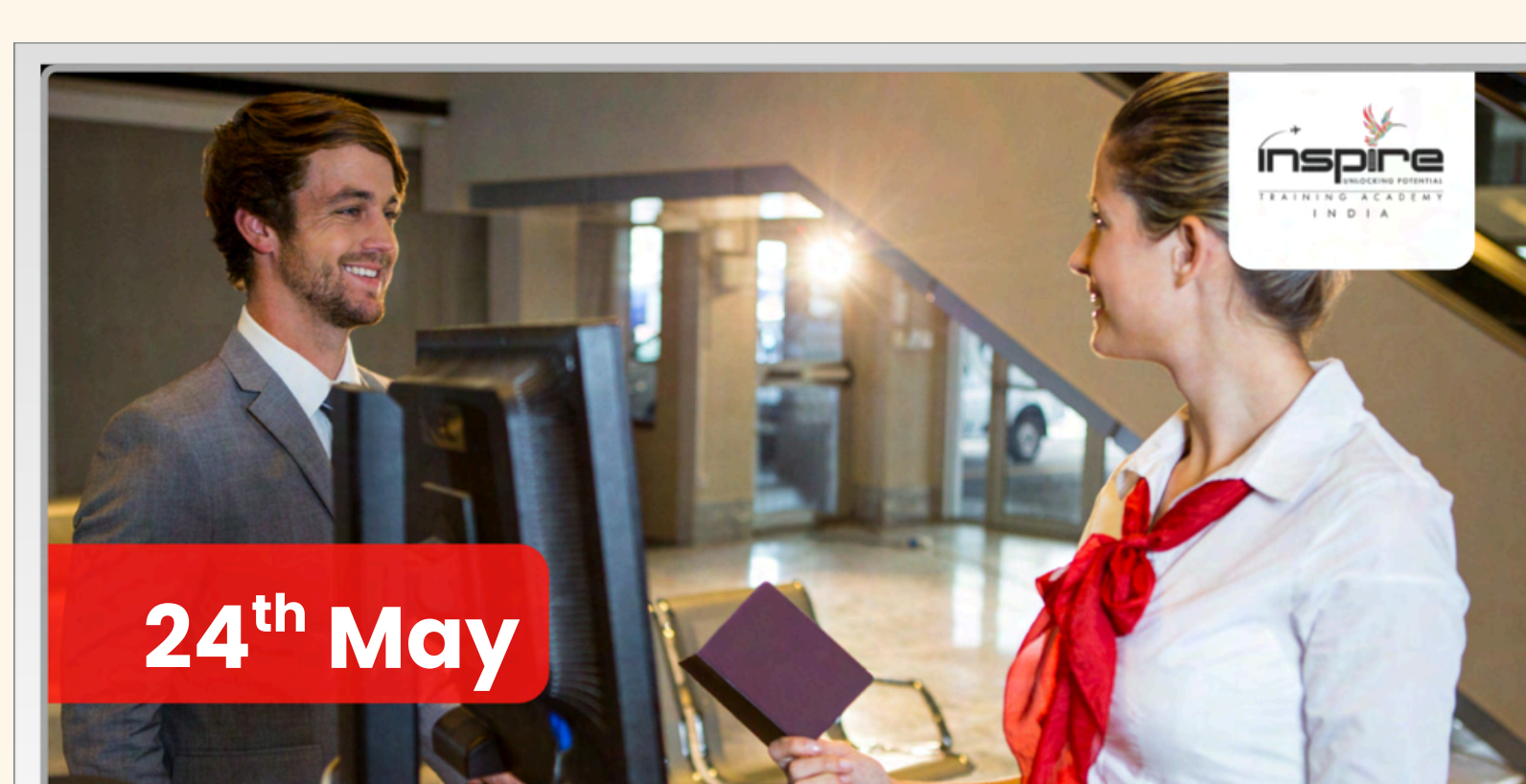
22nd May

Negotiation Skills



23rd May

Project Management



24th May

Airline Customer Service Training



25th May

Customer Service



26th May

Stress Management



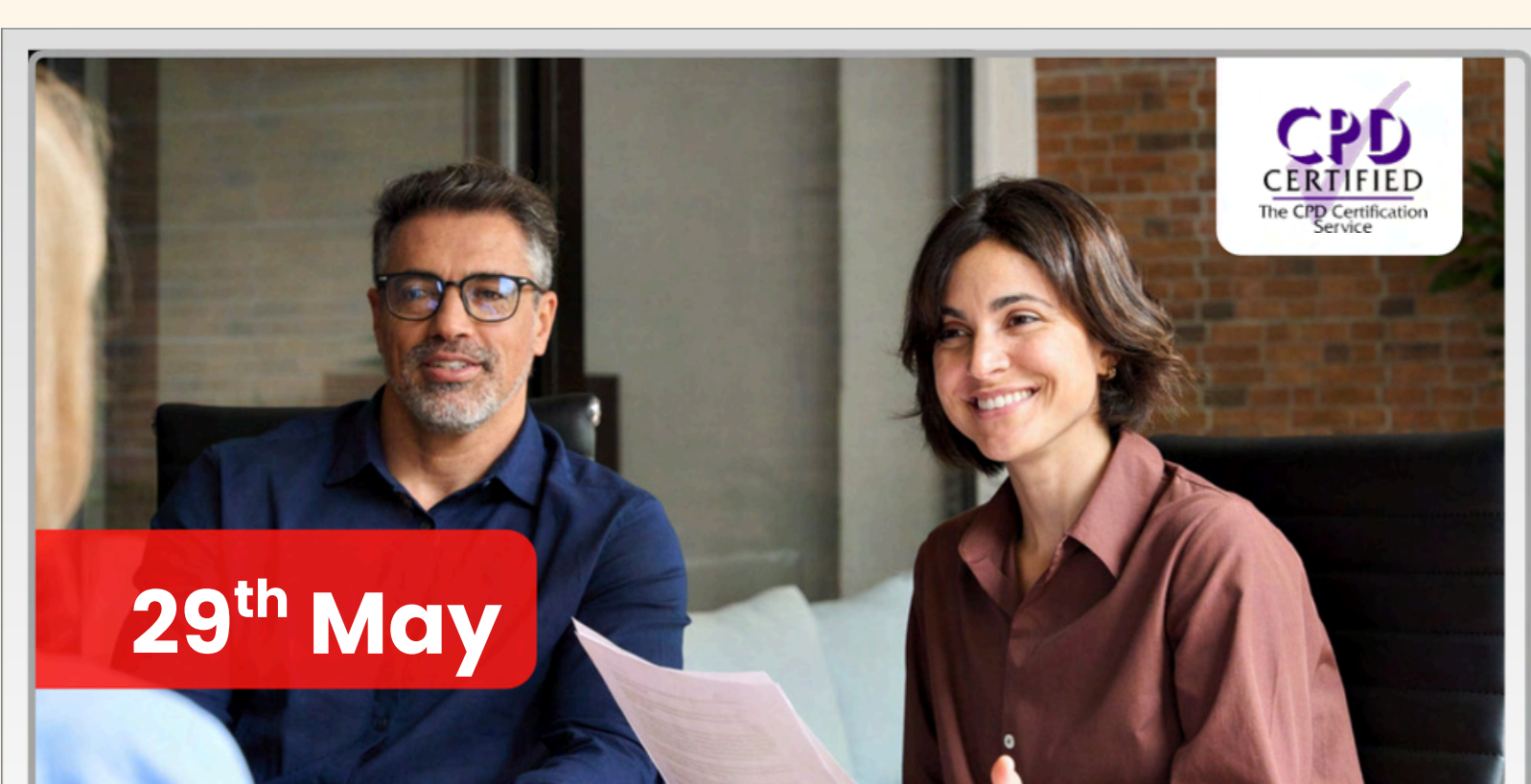
27th May

Body Language Basics



28th May

Contract Management



29th May

Talent Management



30th May

Employee Onboarding