



October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				COVID-19 Protocol Rollout 10 – 11am EST (webinar) All leaders	Phone Skills Training 10 – 11:30am EST (webinar) Sales Directors	
4	5	6	7	8	9	10
				Yardi Work Order Deep Dive 2 – 3pm EST Maintenance, Admin, Housekeeping	Phone Skills Training 10 – 11:30am EST (webinar) Sales Directors	
11	12	13	14	15	16	17
		Sales Training All Day Sales Directors	Sales Training All Day Sales Directors	Sales Training All Day Sales Directors		
		Interview Training 10 – 11am EST All hiring leaders				
18	19	20	21	22	23	24
		Monthly Check-in Training 3 – 3:30pm EST All hiring leaders	Phone Skills Training 10 – 11am EST (on-site) Sales Directors	Cross Function Leader Orientation TIME TBD All hiring leaders		
25	26	27	28	29	30	31
		Leave Management & Workers Comp Training 10 – 10:30am EST -- All hiring leaders		Month End Training 10 – 11am EST (virtual) Business Directors		

Dates & Training Topics are Subject to Change – More details will be sent to you via Outlook