

Skillcloud Meeting– (AUGUST 1 2025)

Overview

Skillcloud provides structured training sessions based on Australian Time. There are two main session formats to choose from: Full Day and Half Day.

Session Options

◆ Full Day Session

Time: 8:00 AM – 5:00 PM (Australian Time)

Includes: Lunch/tea breaks

Duration: 1 Day

◆ Half Day Session

Morning Slot: 8:00 AM – 12:00 PM

Afternoon Slot: 1:00 PM – 5:00 PM

Note: Half-day sessions are strictly 4 hours, no breaks included

Booking Process

✓ Step 1: Set Time Zone

Select Australian Time Zone in the system.

✓ Step 2: Choose Duration

Specify the quantity of days required (e.g., number of full or half-day sessions).

✓ Step 3: Select Dates

Use the calendar to choose your preferred training days.

Ensure to book your desired time slot (AM, PM, or full day).

Planning Recommendations

It's advisable to schedule sessions 3 months in advance for better availability and preparation.

Consider the team's availability and time zone differences when booking.