

July



2024

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Canada Day – No Classes	2 Principles of Project Management	3 <i>Principles of Project Management</i>	4 <i>Principles of Project Management</i>	5 Dealing with Conflict and Confrontation	6
7	8 Skills for the Administrative Assistant	9 <i>Skills for the Administrative Assistant</i>	10 Communication Strategies	11 <i>Communication Strategies</i>	12 Building Self Esteem and Assertiveness Skills	13
14	15 Human Resources for the Non-HR Manager	16 <i>Human Resources for the Non-HR Manager</i>	17 <i>Human Resources for the Non-HR Manager</i>	18 Influence and Persuasion	19 Creativity in the Workplace	20
21	22 The Fundamentals of Customer Service	23 <i>The Fundamentals of Customer Service</i>	24 Negotiating for Results	25 <i>Negotiating for Results</i>	26 Anger Management	27
Building Stronger Sales Relationships						
28	29 Problem-Solving and Decision Making	30 <i>Problem-Solving and Decision Making</i>	31 The Professional Supervisor	August 1 <i>The Professional Supervisor</i>	August 2 <i>The Professional Supervisor</i>	