

# February



2024

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <b>Harassment in the Workplace</b>	2 <i>Harassment in the Workplace</i>	3 <i>Courses will run simultaneously – please register for one course only.</i>
				<b>The Fundamentals of Customer Service</b>		
4 <i>Courses will run simultaneously – please register for one course only.</i>	5 <b>The Professional Supervisor</b>	6 <i>The Professional Supervisor</i>	7 <i>The Professional Supervisor</i>	8 <b>Starting a Small Business</b>	9 <i>Starting a Small Business</i>	10
	<b>Building Self Esteem and Assertiveness Skills</b>	<b>Functional Business Writing Skills</b>				
11 <i>Courses will run simultaneously – please register for one course only.</i>	12 <b>Business Leadership: Become Management Material</b>	13 <i>Business Leadership: Become Management Material</i>	14 <i>Business Leadership: Become Management Material</i>	15 <b>Skills for the Administrative Assistant</b>	16 <i>Skills for the Administrative Assistant</i>	17 <i>Courses will run simultaneously – please register for one course only.</i>
	<b>Principles of Project Management</b>			<b>Dealing with Conflict and Confrontation</b>		
18 <i>Courses will run simultaneously – please register for one course only.</i>	19 <b>Family Day – No Classes</b>	20 <b>Problem Solving and Decision Making</b>	21 <i>Problem Solving and Decision Making</i>	22 <b>Learn Time Management Skills</b>	23 <b>Stress Management</b>	24
25 <i>Courses will run simultaneously – please register for one course only.</i>	26 <b>Fundamentals of Business Management</b>	27 <i>Fundamentals of Business Management</i>	28 <i>Fundamentals of Business Management</i>	29 <b>The Fundamentals of Customer Service</b>	March 1 <i>The Fundamentals of Customer Service</i>	
	<b>Communication Strategies</b>					