

May



2024

Visit www.Coursetter.ca for more info.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	April 29	April 30	1	2	3	4
<i>Courses will run simultaneously – please register for one course only.</i>	Business Leadership: Become Management Material	<i>Business Leadership: Become Management Material</i>	<i>Business Leadership: Become Management Material</i>	Crisis Management	<i>Crisis Management</i>	
	Functional Business Writing Skills					
5	6	7	8	9	10	11
	Skills for the Administrative Assistant	<i>Skills for the Administrative Assistant</i>	The Professional Supervisor	<i>The Professional Supervisor</i>	<i>The Professional Supervisor</i>	<i>Courses will run simultaneously – please register for one course only.</i>
				Order Desk and Call Centre Training		
12	13	14	15	16	17	18
<i>Courses will run simultaneously – please register for one course only.</i>	Train the Trainer	<i>Train the Trainer</i>	<i>Train the Trainer</i>	Networking for Success	<i>Networking for Success</i>	
		Skills for the Service Advisor				
19	20	21	22	23	24	25
<i>Courses will run simultaneously – please register for one course only.</i>	Victoria Day – No Classes	Fundamentals of Business Management	<i>Fundamentals of Business Management</i>	<i>Fundamentals of Business Management</i>	Influence and Persuasion	<i>Courses will run simultaneously – please register for one course only.</i>
		Overcoming Your Fear of Public Speaking		Harassment in the Workplace		
26	27	28	29	30	31	
	Public Relations	<i>Public Relations</i>	The Fundamentals of Customer Service	<i>The Fundamentals of Customer Service</i>	Anger Management	