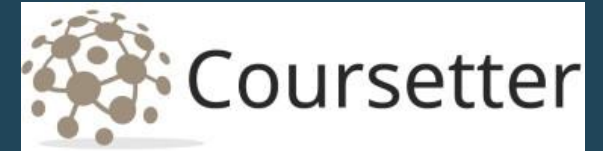


# February



2023

Visit [www.Coursetter.ca](http://www.Coursetter.ca) for more info.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	January 30 <b>Learn Time Management Skills</b>	January 31 <b>Building Better Teams</b>	1 <b>Emotional Intelligence</b>	2 <b>Starting a Small Business</b>	3 <i>Starting a Small Business</i>	4 <i>Courses will run simultaneously – please register for one course only.</i>
			<b>Order Desk and Call Centre Training</b>			
5 <i>Both courses will run simultaneously – please register for one course only.</i>	6 <b>Managing Across Cultures</b>	7 <b>Overcoming Your Fear of Public Speaking</b>	8 <b>Creating A Positive Work Environment</b>	9 <b>Negotiating for Results</b>	10 <i>Negotiating for Results</i>	11 <i>Courses will run simultaneously – please register for one course only.</i>
	<b>Business Office Etiquette</b>		<b>Business Leadership: Become Management Material</b>			
12	13 <b>Stress Management</b>	14 <b>Harassment in the Workplace</b>	15 <i>Harassment in the Workplace</i>	16 <b>Business Ethics</b>	17 <b>Inventory Management</b>	18 <i>Courses will run simultaneously – please register for one course only.</i>
			<b>Fundamentals of Business Management</b>			
19	20 <b>Family Day – No Classes</b>	21 <b>Working in a Multigenerational Environment</b>	22 <b>Creativity in the Workplace</b>	23 <b>Cannabis and the Workplace</b>	24 <b>Anger Management</b>	25
26	27 <b>Building Self-Esteem and Assertiveness Skills</b>	28 <b>Dealing with Conflict and Confrontation</b>	March 1 <b>Principles of Project Management</b>	March 2 <i>Principles of Project Management</i>	March 3 <i>Principles of Project Management</i>	

# March



2023

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	February 27 <b>Building Self-Esteem and Assertiveness Skills</b>	February 28 <b>Dealing with Conflict and Confrontation</b>	1 <b>Principles of Project Management</b>	2 <i>Principles of Project Management</i>	3 <i>Principles of Project Management</i>	4
5 <i>Courses will run simultaneously – please register for one course only.</i>	6 <b>Building Stronger Sales Relationships</b>	7 <i>Building Stronger Sales Relationships</i>	8 <i>Building Stronger Sales Relationships</i>	9 <b>Logistics and Supply Chain Management</b>	10 <i>Logistics and Supply Chain Management</i>	11
		<b>Learn Time Management Skills</b>	<b>The Fundamentals of Customer Service</b>			
12	13 <b>Skills for the Administrative Assistant</b>	14 <i>Skills for the Administrative Assistant</i>	15 <b>The Professional Supervisor</b>	16 <i>The Professional Supervisor</i>	17 <i>The Professional Supervisor</i>	18
19	20 <b>Networking for Success</b>	21 <i>Networking for Success</i>	22 <b>Anger Management</b>	23 <b>Accounting Skills for New Managers</b>	24 <i>Accounting Skills for New Managers</i>	25
26	27 <b>Human Resources for the Non-HR Manager</b>	28 <i>Human Resources for the Non-HR Manager</i>	29 <i>Human Resources for the Non-HR Manager</i>	30 <b>Crisis Management</b>	31 <i>Crisis Management</i>	<i>Courses will run simultaneously – please register for one course only.</i>
				<b>Skills for the Service Advisor</b>		