

# August



2024

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			July 31	1	2	3
			<b>The Professional Supervisor</b>	<i>The Professional Supervisor</i>	<i>The Professional Supervisor</i>	
4	5	6	7	8	9	10
<i>Both courses will run simultaneously. Please register for one course.</i>	<b>Civic Holiday – No Classes</b>	<b>Leadership Essentials: Coaching, Delegating, and Motivating</b>	<i>Leadership Essentials: Coaching, Delegating, and Motivating</i>	<i>Leadership Essentials: Coaching, Delegating, and Motivating</i>	<b>Inventory Management</b>	
		Communication Strategies				
11	12	13	14	15	16	17
<i>Both courses will run simultaneously. Please register for one course.</i>		<b>Order Desk and Call Centre Training</b>	<i>Order Desk and Call Centre Training</i>	<i>Order Desk and Call Centre Training</i>	<b>Business Office Etiquette</b>	
	Crisis Management					
18	19	20	21	22	23	24
<i>Both courses will run simultaneously. Please register for one course.</i>	<b>Accounting Skills for New Managers</b>	<i>Accounting Skills for New Managers</i>	<b>Human Resources Training for the Non-HR Manager</b>	<i>Human Resources Training for the Non-HR Manager</i>	<i>Human Resources Training for the Non-HR Manager</i>	
	Skills for the Administrative Assistant					
25	26	27	28	29	30	31
	<b>The Fundamentals of Customer Service</b>	<i>The Fundamentals of Customer Service</i>	<b>Harassment in the Workplace</b>	<i>Harassment in the Workplace</i>	<b>Dealing with Conflict and Confrontation</b>	