

April



2024

Visit www.Coursetter.ca for more info.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Easter Monday – No Classes	2 Starting a Small Business	3 <i>Starting a Small Business</i>	4 Logistics and Supply Chain Management	5 <i>Logistics and Supply Chain Management</i>	6 <i>Courses will run simultaneously – please register for one course only.</i>
		Order Desk and Call Centre Training				
7	8 Human Resources for the Non-HR Manager	9 <i>Human Resources for the Non-HR Manager</i>	10 <i>Human Resources for the Non-HR Manager</i>	11 Skills for the Administrative Assistant	12 <i>Skills for the Administrative Assistant</i>	13
14 <i>Courses will run simultaneously – please register for one course only.</i>	15 Accounting Skills for New Managers	16 <i>Accounting Skills for New Managers</i>	17 Building Better Teams	18 Change Management	19 Learn Time Management Skills	20
	Business Office Etiquette					
21 <i>Courses will run simultaneously – please register for one course only.</i>	22 Emotional Intelligence	23 Business Ethics	24 The Fundamentals of Customer Service	25 <i>The Fundamentals of Customer Service</i>	26 Managing Across Cultures	27 <i>Courses will run simultaneously – please register for one course only.</i>
	Communication Strategies			Diversity Training		
28 <i>Courses will run simultaneously – please register for one course only.</i>	29 Business Leadership: Become Management Material	30 <i>Business Leadership: Become Management Material</i>	May 1 <i>Business Leadership: Become Management Material</i>	May 2 Crisis Management	May 3 <i>Crisis Management</i>	
	Functional Business Writing Skills					