

January



Coursetter

2024

Visit www.Coursetter.ca for more info.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day – No Classes	2 <i>Closed for the Holidays - No Classes</i>	3 Building Stronger Sales Relationships	4 Accounting Skills for New Managers	5 <i>Accounting Skills for New Managers</i>	6
				Functional Business Writing Skills		
7 <i>Courses will run simultaneously – please register for one course only.</i>	8 Dealing with Conflict and Confrontation	9 Crisis Management	10 <i>Crisis Management</i>	11 Public Relations	12 <i>Public Relations</i>	13
			Business Office Etiquette	Skills for the Administrative Assistant		
14 <i>Courses will run simultaneously – please register for one course only.</i>	15 Communication Strategies	16 <i>Communication Strategies</i>	17 Risk Management	18 Logistics and Supply Chain Management	19 <i>Logistics and Supply Chain Management</i>	20
			Human Resources Training for the Non-HR Manager			
21	22 <i>Professional Development Day - No Classes</i>	23 <i>Professional Development Day - No Classes</i>	24 Order Desk and Call Centre Training	25 <i>Order Desk and Call Centre Training</i>	26 <i>Order Desk and Call Centre Training</i>	27
28	29 Problem Solving and Decision Making	30 <i>Problem Solving and Decision Making</i>	31 Anger Management	February 1 The Fundamentals of Customer Service	February 2 <i>The Fundamentals of Customer Service</i>	