

# September



2024

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <b>Labour Day – No Classes</b>	3 <b>Creativity in the Workplace</b>	4 <b>Building Stronger Sales Relationships</b> <b>Anger Management</b>	5 <i>Building Stronger Sales Relationships</i>	6 <i>Building Stronger Sales Relationships</i>	7 <i>Both courses will run simultaneously. Please register for one course.</i>
8 <i>Both courses will run simultaneously. Please register for one course.</i>	9 <b>Logistics and Supply Chain Management</b> <b>The Professional Supervisor</b>	10 <i>Logistics and Supply Chain Management</i>	11 <b>Stress Management</b>	12 <b>Building Self Esteem and Assertiveness Skills</b>	13 <b>No Classes</b>	14
15	16 <b>Skills for the Administrative Assistant</b>	17 <i>Skills for the Administrative Assistant</i>	18 <b>Order Desk and Call Centre Training</b>	19 <i>Order Desk and Call Centre Training</i>	20 <i>Order Desk and Call Centre Training</i>	21
22 <i>Both courses will run simultaneously. Please register for one course.</i>	23 <b>Purchasing and Procurement for the Beginner</b>	24 <i>Purchasing and Procurement for the Beginner</i>	25 <b>The Fundamentals of Customer Service</b> <b>Communication Strategies</b>	26 <i>The Fundamentals of Customer Service</i>	27 <b>Building Better Teams</b>	28
29 <i>Both courses will run simultaneously. Please register for one course.</i>	30 <b>Problem Solving and Decision Making</b> <b>Starting a Small Business</b>	October 1 <i>Problem Solving and Decision Making</i>	October 2 <b>Functional Business Writing Skills</b>	October 3 <i>Functional Business Writing Skills</i>	October 4 <b>Bridging the Generation Gap</b>	October 5