

December



2024

Visit www.Coursetter.ca for more info.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 <i>Both courses will run simultaneously. Please register for one course.</i>	2 Emotional Intelligence	3 Purchasing and Procurement for the Beginner	4 Purchasing and Procurement for the Beginner	5 Skills for the Service Advisor	6 <i>Skills for the Service Advisor</i>	7
	Skills for the Administrative Assistant					
8 <i>Both courses will run simultaneously. Please register for one course.</i>	9 Building Stronger Sales Relationships	10 <i>Building Stronger Sales Relationships</i>	11 <i>Building Stronger Sales Relationships</i>	12 Dealing with Conflict and Confrontation	13 Influence and Persuasion	14 <i>Both courses will run simultaneously. Please register for one course.</i>
	Communication Strategies			Functional Business Writing Skills		
15 <i>Both courses will run simultaneously. Please register for one course.</i>	16 Leadership Essentials: Coaching, Delegating, and Motivating	17 <i>Leadership Essentials: Coaching, Delegating, and Motivating</i>	18 <i>Leadership Essentials: Coaching, Delegating, and Motivating</i>	19 Negotiating for Results	20 <i>Negotiating for Results</i>	21
	The Fundamentals of Customer Service					
22 <i>No Classes - Christmas Break</i>	23 <i>No Classes - Christmas Break</i>	24 <i>No Classes - Christmas Break</i>	25 <i>No Classes - Christmas Break</i>	26 <i>No Classes - Christmas Break</i>	27 <i>No Classes - Christmas Break</i>	28
29 <i>No Classes - Christmas Break</i>	30 <i>No Classes - Christmas Break</i>	31 <i>No Classes - Christmas Break</i>	Jan. 1 <i>No Classes - New Year's Day</i>	Jan. 2 Networking for Success	Jan. 3 <i>Networking for Success</i>	