

January



2025

Visit www.Coursetter.ca for more info.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <i>No Classes – New Year's Day</i>	2 Networking for Success	3 <i>Networking for Success</i>	4
5	6 The Fundamentals of Customer Service	7 <i>The Fundamentals of Customer Service</i>	8 Dealing with Conflict and Confrontation	9 Skills for the Administrative Assistant	10 <i>Skills for the Administrative Assistant</i>	11
12	13 Crisis Management Starting a Small Business	14 Crisis Management	15 The Professional Supervisor	16 <i>The Professional Supervisor</i>	17 <i>The Professional Supervisor</i>	18
19 <i>Both courses will run simultaneously. Please register for one course.</i>	20 Fundamentals of Business Management Order Desk and Call Centre Training	21 <i>Fundamentals of Business Management</i>	22 <i>Fundamentals of Business Management</i>	23 Communication Strategies	24 <i>Communication Strategies</i>	25
26	27 Business Leadership: Become Management Material Train the Trainer	28 <i>Business Leadership: Become Management Material</i>	29 <i>Business Leadership: Become Management Material</i>	30 Develop Critical Thinking Skills	31 <i>Develop Critical Thinking Skills</i>	