

# April



Coursetter

2021

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		March 30 <b>The Fundamentals of Business Management</b>	March 31 <i>The Fundamentals of Business Management</i>	1 <i>The Fundamentals of Business Management</i>	2 <i>Good Friday – No Classes</i>	3
4	5 <i>Easter Monday – No Classes</i>	6 <b>Human Resources for the Non-HR Manager</b>	7 <i>Human Resources for the Non-HR Manager</i>	8 <i>Human Resources for the Non-HR Manager</i>	9 <b>Inventory Management</b>	10
11	12 <b>Functional Business Writing Skills</b>	13 <i>Functional Business Writing Skills</i>	14 <b>Logistics and Supply Chain Management</b>	15 <i>Logistics and Supply Chain Management</i>	16 <b>Building Self Esteem and Assertiveness Skills</b>	17
18	19 <b>Communication Strategies</b>	20 <i>Communication Strategies</i>	21 <b>Develop Critical Thinking Skills</b>	22 <i>Develop Critical Thinking Skills</i>	23 <b>Dealing with Conflict and Confrontation</b>	24
25	26 <b>Building Stronger Sales Relationships</b>	27 <i>Building Stronger Sales Relationships</i>	28 <i>Building Stronger Sales Relationships</i>	29 <b>The Fundamentals of Customer Service</b>	30 <i>The Fundamentals of Customer Service</i>	

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 <b>Business Leadership: Become Management Material</b>	4 <i>Business Leadership: Become Management Material</i>	5 <i>Business Leadership: Become Management Material</i>	6 <b>Starting a Small Business</b>	7 <i>Starting a Small Business</i>	8
9	10 <b>Creating a Positive Work Environment</b>	11 <b>Negotiating for Results</b>	12 <i>Negotiating for Results</i>	13 <i>The Fundamentals of Customer Service???</i>	14 <i>The Fundamentals of Customer Service???</i>	15
16	17 <b>Working in a Multigenerational Environment</b>	18 <b>Business Office Etiquette</b>	19 <b>Learn Time Management Skills</b>	20 <b>Networking for Success</b>	21 <i>Networking for Success</i>	22
23	24 <i>Victoria Day – No Classes</i>	25 <b>Cannabis and the Workplace</b>	26 <b>Order Desk and Call Centre Training</b>	27 <i>Order Desk and Call Centre Training</i>	28 <i>Order Desk and Call Centre Training</i>	29
30	31 <b>The Professional Supervisor</b>	June 1 <i>The Professional Supervisor</i>	June 2 <i>The Professional Supervisor</i>	June 3 <b>Purchasing and Procurement for the Beginner</b>	June 4 <i>Purchasing and Procurement for the Beginner</i>	

# June



# 2021

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	May 31 <b>The Professional Supervisor</b>	1 <i>The Professional Supervisor</i>	2 <i>The Professional Supervisor</i>	3 <b>Purchasing and Procurement for the Beginner</b>	4 <i>Purchasing and Procurement for the Beginner</i>	5
6	7 <b>Diversity Training</b>	8 <b>Dealing with Conflict and Confrontation</b>	9 <b>Building Self Esteem and Assertiveness Skills</b>	10 <b>Skills for the Administrative Assistant</b>	11 <i>Skills for the Administrative Assistant</i>	12
13	14 <b>The Fundamentals of Business Management</b>	15 <i>The Fundamentals of Business Management</i>	16 <i>The Fundamentals of Business Management</i>	17 <b>Communication Strategies</b>	18 <i>Communication Strategies</i>	19
20	21 <b>Emotional Intelligence</b>	22 <b>The Fundamentals of Customer Service</b>	23 <i>The Fundamentals of Customer Service</i>	24 <b>Business Ethics</b>	25 <i>Business Ethics</i>	26
27	28 <b>Stress Management</b>	29 <b>Harassment in the Workplace</b>	30 <i>Harassment in the Workplace</i>	July 1 <b>Canada Day – No Classes</b>	July 2 <b>Anger Management</b>	