

October



Coursetter

2020

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Budgets and Managing Money	2 <i>Budgets and Managing Money</i>	3
4	5 Building Self-Esteem and Assertiveness Skills	6 Stress Management	7 Learn Time Management Skills	8 Crisis Management	9 <i>Crisis Management</i>	10
11	12 Thanksgiving – No Classes	13 The Fundamentals Customer Service	14 <i>The Fundamentals Customer Service</i>	15 Functional Business Writing Skills	16 <i>Functional Business Writing Skills</i>	17
18	19 Harassment in the Workplace	20 <i>Harassment in the Workplace</i>	21 Leadership Essentials: Coaching, Delegating, & Motivating	22 <i>Leadership Essentials: Coaching, Delegating, & Motivating</i>	23 <i>Leadership Essentials: Coaching, Delegating, & Motivating</i>	24
25	26 The Fundamentals of Business Management (Day 1)	27 <i>The Fundamentals of Business Management (Day 2)</i>	28 Human Resources Training for the Non-HR Manager	29 <i>Human Resources Training for the Non-HR Manager</i>	30 <i>Human Resources Training for the Non-HR Manager</i>	31
			<i>The Fundamentals of Business Management (Day 3)</i>	Networking for Success	<i>Networking for Success</i>	

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Creating a Positive Work Environment	3 Change Management	4 Building Stronger Sales Relationships	5 <i>Building Stronger Sales Relationships</i>	6 <i>Building Stronger Sales Relationships</i>	7
8	9 Logistics and Supply Chain Management	10 <i>Logistics and Supply Chain Management</i>	11 Remembrance Day – No Classes	12 Anger Management	13 Dealing with Conflict and Confrontation	14
15	16 Working in a Multigenerational Environment	17 Skills for the Service Advisor	18 <i>Skills for the Service Advisor</i>	19 Purchasing and Procurement for the Beginner	20 <i>Purchasing and Procurement for the Beginner</i>	21
22	23 Order Desk and Call Centre Training	24 <i>Order Desk and Call Centre Training</i>	25 <i>Order Desk and Call Centre Training</i>	26 Stress Management	27 Inventory Management	28
29	30 The Fundamentals of Customer Service	December 1 <i>The Fundamentals of Customer Service</i>				