

April



2020

Visit www.Coursetter.ca for more info.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	March 30 Emotional Intelligence <i>Edmonton</i>	March 31 Leadership Essentials: Coaching, Delegating & Motivating <i>Edmonton</i>	1 <i>Leadership Essentials: Coaching, Delegating & Motivating</i>	2 <i>Leadership Essentials: Coaching, Delegating & Motivating</i>	3 Dealing with Conflict and Confrontation <i>Edmonton</i>	4
5	6 The Fundamentals of Customer Service <i>Edmonton</i>	7 <i>The Fundamentals of Customer Service</i>	8 Learn Time Management Skills <i>Edmonton</i>	9 Stress Management <i>Edmonton</i>	10 <i>Good Friday – No Classes</i>	11
		The Professional Supervisor <i>Edmonton</i>	<i>The Professional Supervisor</i>	<i>The Professional Supervisor</i>		
12	13 <i>Easter Monday – No Classes</i>	14 Business Leadership: Become Management Material <i>Edmonton</i>	15 <i>Business Leadership: Become Management Material</i>	16 <i>Business Leadership: Become Management Material</i>	17 Creativity in the Workplace <i>Edmonton</i>	18
19	20 Creating a Positive Work Environment <i>Edmonton</i>	21 Communication Strategies <i>Edmonton</i>	22 <i>Communication Strategies</i>	23 Crisis Management <i>Edmonton</i>	24 <i>Crisis Management</i>	25
26	27 Budgets and Managing Money <i>Edmonton</i>	28 <i>Budgets and Managing Money</i>	29 Emotional Intelligence <i>Edmonton</i>	30 Change Management <i>Edmonton</i>	May 1 Business Office Etiquette FULL	