

# May



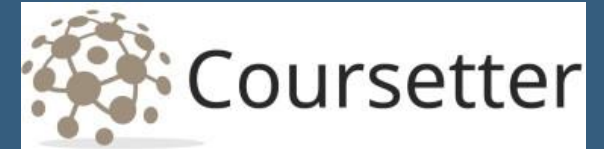
# Coursetter

# 2022

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <b>Anger Management</b>	3 <b>Building Self Esteem and Assertiveness Skills</b>	4 <b>Order Desk and Call Centre Training</b>	5 <i>Order Desk and Call Centre Training</i>	6 <i>Order Desk and Call Centre Training</i>	7 <i>Both courses will run simultaneously – please register for one course only.</i>
<b>The Professional Supervisor</b>						
8	9 <b>Develop Critical Thinking Skills</b>	10 <i>Develop Critical Thinking Skills</i>	11 <b>Dealing with Conflict and Confrontation</b>	12 <b>Accounting Skills for New Managers</b>	13 <i>Accounting Skills for New Managers</i>	14
15	16 <b>Communication Strategies</b>	17 <i>Communication Strategies</i>	18 <b>Leadership Essentials: Coaching, Delegating and Motivating</b>	19 <i>Leadership Essentials: Coaching, Delegating and Motivating</i>	20 <i>Leadership Essentials: Coaching, Delegating and Motivating</i>	21
22	23 <i>Victoria Day – No Classes</i>	24 <b>Emotional Intelligence</b>	25 <b>Diversity Training</b>	26 <b>Functional Business Writing Skills</b>	27 <i>Functional Business Writing Skills</i>	28
29	30 <b>The Fundamentals of Customer Service</b>	31 <i>The Fundamentals of Customer Service</i>	June 1 <b>Business Leadership: Become Management Material</b>	June 2 <i>Business Leadership: Become Management Material</i>	June 3 <i>Business Leadership: Become Management Material</i>	

# June



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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <b>Business Leadership: Become Management Material</b>	2 <i>Business Leadership: Become Management Material</i>	3 <i>Business Leadership: Become Management Material</i>	4
5	6 <b>Communication Strategies</b>	7 <i>Communication Strategies</i>	8 <b>Principles of Project Management</b>	9 <i>Principles of Project Management</i>	10 <i>Principles of Project Management</i>	11
12	13 <b>Problem Solving and Decision Making</b>	14 <i>Problem Solving and Decision Making</i>	15 <b>Working in a Multigenerational Environment</b>	16 <b>Purchasing and Procurement for the Beginner</b>	17 <i>Purchasing and Procurement for the Beginner</i>	18
19 <i>Both courses will run simultaneously – please register for one course only.</i>	20 <b>Order Desk and Call Centre Training</b>	21 <i>Order Desk and Call Centre Training</i>	22 <i>Order Desk and Call Centre Training</i>	23 <b>Starting a Small Business</b>	24 <i>Starting a Small Business</i>	25
			<b>Human Resources Training for the Non-HR Manager</b>			
26	27 <b>Develop Critical Thinking Skills</b>	28 <i>Develop Critical Thinking Skills</i>	29 <b>Crisis Management</b>	30 <i>Crisis Management</i>	July 1 – Canada Day - No Classes	