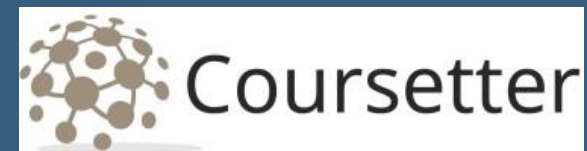


June



Coursetter

2022

Visit www.Coursetter.ca for more info.

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

July



Coursetter

2022

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <i>Canada Day – No Classes</i>	2
3 <i>Both courses will run simultaneously – please register for one course only.</i>	4 Business Ethics	5 <i>Business Ethics</i>	6 Fundamentals of Business Management	7 <i>Fundamentals of Business Management</i>	8 <i>Fundamentals of Business Management</i>	9
	Negotiating for Results					
10 <i>Both courses will run simultaneously – please register for one course only.</i>	11 Networking for Success	12 <i>Networking for Success</i>	13 Change Management	14 Skills for the Service Advisor	15 <i>Skills for the Service Advisor</i>	16
	Accounting Skills for New Managers					
17	18 Skills for the Administrative Assistant	19 <i>Skills for the Administrative Assistant</i>	20 Inventory Management	21 Budgets and Managing Money	22 <i>Budgets and Managing Money</i>	23
24 <i>Both courses will run simultaneously – please register for one course only.</i>	25 Logistics and Supply Chain Management	26 <i>Logistics and Supply Chain Management</i>	27 The Professional Supervisor	28 <i>The Professional Supervisor</i>	29 <i>The Professional Supervisor</i>	30
	The Fundamentals of Customer Service					
31						