

January



2022

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 <i>Closed for Christmas Holidays</i>	4 Starting a Small Business	5 <i>Starting a Small Business</i>	6 Networking for Success	7 <i>Networking for Success</i>	8
9	10 Building Self Esteem and Assertiveness Skills	11 Anger Management	12 Building Stronger Sales Relationships	13 <i>Building Stronger Sales Relationships</i>	14 <i>Building Stronger Sales Relationships</i>	15 <i>Both courses will run simultaneously – please register for one course only.</i>
				Communication Strategies		
16	17 Problem Solving and Decision Making	18 <i>Problem Solving and Decision Making</i>	19 The Fundamentals of Business Management	20 <i>The Fundamentals of Business Management</i>	21 <i>The Fundamentals of Business Management</i>	22 <i>Both courses will run simultaneously – please register for one course only.</i>
				The Fundamentals of Customer Service		
23	24 Dealing with Conflict and Confrontation	25 Building Better Teams	26 The Professional Supervisor	27 <i>The Professional Supervisor</i>	28 <i>The Professional Supervisor</i>	29
30	31 Managing Across Cultures					

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<i>January 31</i> Managing Across Cultures	1 Business Office Etiquette	2 Business Leadership: Become Management Material	3 <i>Business Leadership: Become Management Material</i>	4 <i>Business Leadership: Become Management Material</i>	5
6	7 Leadership Essentials: Coaching, Delegating, and Motivating	8 <i>Leadership Essentials: Coaching, Delegating, and Motivating</i>	9 <i>Leadership Essentials: Coaching, Delegating, and Motivating</i>	10 Develop Critical Thinking Skills	11 <i>Develop Critical Thinking Skills</i>	12 <i>Both courses will run simultaneously – please register for one course only.</i>
13	14 Emotional Intelligence	15 Crisis Management	16 <i>Crisis Management</i>	Communication Strategies		19
20	21 <i>Family Day – No Classes</i>	22 The Fundamentals of Customer Service	23 <i>The Fundamentals of Customer Service</i>	17 Accounting Skills for New Managers	18 <i>Accounting Skills for New Managers</i>	26
27	28 Order Desk and Call Centre Training	<i>March 1</i> <i>Order Desk and Call Centre Training</i>	<i>March 2</i> <i>Order Desk and Call Centre Training</i>	24 Budgets and Managing Money	25 <i>Budgets and Managing Money</i>	26
		28 Order Desk and Call Centre Training	29 <i>Order Desk and Call Centre Training</i>	30 Logistics & Supply Chain Management	31 <i>Logistics & Supply Chain Management</i>	