

September



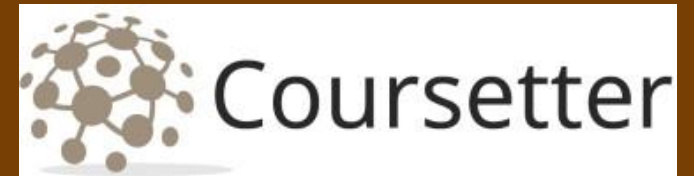
Coursetter

2021

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Logistics and Supply Chain Management	2 <i>Logistics and Supply Chain Management</i>	3 Anger Management	4
5	6 <i>Labour Day – No Classes</i>	7 Dealing with Conflict and Confrontation	8 Inventory Management	9 Emotional Intelligence	10 Working in a Multigenerational Environment	11
12	13 Overcoming Your Fear of Public Speaking	14 Building Better Teams	15 Fundamentals of Business Management	16 <i>Fundamentals of Business Management</i>	17 <i>Fundamentals of Business Management</i>	18
19	20 Business Leadership: Become Management Material	21 <i>Business Leadership: Become Management Material</i>	22 <i>Business Leadership: Become Management Material</i>	23 Starting a Small Business	24 <i>Starting a Small Business</i>	25 <i>Both courses will run simultaneously – please register for one course only.</i>
		The Fundamentals of Customer Service		Communication Strategies		
26	27 Leadership Essentials: Coaching, Delegating, and Motivating	28 <i>Leadership Essentials: Coaching, Delegating, and Motivating</i>	29 <i>Leadership Essentials: Coaching, Delegating, and Motivating</i>	30 Develop Critical Thinking Skills	October 1 <i>Develop Critical Thinking Skills</i>	October 2

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				September 30 Develop Critical Thinking Skills	1 <i>Develop Critical Thinking Skills</i>	2
3	4 Problem-Solving and Decision Making	5 <i>Problem-Solving and Decision Making</i>	6 Order Desk and Call Centre Training	7 <i>Order Desk and Call Centre Training</i>	8 <i>Order Desk and Call Centre Training</i>	9
10 <i>Both courses will run simultaneously – please register for one course only.</i>	11 Thanksgiving – No Classes	12 Emotional Intelligence Anger Management	13 Building Self-Esteem and Assertiveness Skills	14 Functional Business Writing Skills	15 <i>Functional Business Writing Skills</i>	16
17	18 Working in a Multigenerational Environment	19 Dealing with Conflict and Confrontation	20 Influence and Persuasion	21 Communication Strategies	22 <i>Communication Strategies</i>	23
24	25 Conducting Effective Performance Reviews	26 <i>Conducting Effective Performance Reviews</i>	27 <i>Conducting Effective Performance Reviews</i>	28 The Fundamentals of Customer Service	29 <i>The Fundamentals of Customer Service</i>	30