

# October



2024

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	September 30	1	2	3	4	5
	<b>Problem Solving and Decision Making</b>	<i>Problem Solving and Decision Making</i>	<b>Functional Business Writing Skills</b>	<i>Functional Business Writing Skills</i>	<b>Bridging the Generation Gap</b>	
6 <i>Both courses will run simultaneously. Please register for one course.</i>	7 <b>Building Self Esteem and Assertiveness Skills</b> <b>Dealing with Conflict &amp; Confrontation</b>	8 <b>Strategic Planning</b>	9 <i>Strategic Planning</i>	10 <b>Stress Management</b>	11 <i>No Classes</i>	12
13	14 <i>Thanksgiving Day – No Classes</i>	15 <b>Principles of Project Management</b>	16 <i>Principles of Project Management</i>	17 <i>Principles of Project Management</i>	18 <b>Learn Time Management Skills</b>	19
20	21 <b>Networking for Success</b>	22 <i>Networking for Success</i>	23 <b>The Fundamentals of Customer Service</b> <b>Fundamentals of Business Management</b>	24 <i>The Fundamentals of Customer Service</i>	25 <b>Emotional Intelligence</b>	26 <i>Both courses will run simultaneously. Please register for one course.</i>
27	28 <b>Skills for the Administrative Assistant</b>	29 <i>Skills for the Administrative Assistant</i>	30 <b>Budgets and Managing Money</b>	31 <i>Budgets and Managing Money</i>	November 1 <b>Influence and Persuasion</b>	November 2