

# November



2024

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	October 28	October 29	October 30	October 31	1	2
	<b>Skills for the Administrative Assistant</b>	<i>Skills for the Administrative Assistant</i>	<b>Budgets and Managing Money</b>	<i>Budgets and Managing Money</i>	<b>Influence and Persuasion</b>	
3 <i>Both courses will run simultaneously. Please register for one course.</i>	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 <b>Skills for the Service Advisor</b>	8 <i>Skills for the Service Advisor</i>	9
	The Professional Supervisor					
10	11 <b>Remembrance Day – No Classes</b>	12 <b>Leadership Essentials: Coaching, Delegating, and Motivating</b>	13 <i>Leadership Essentials: Coaching, Delegating, and Motivating</i>	14 <i>Leadership Essentials: Coaching, Delegating, and Motivating</i>	15 <b>Change Management</b>	16
17 <i>Both courses will run simultaneously. Please register for one course.</i>	18 <b>Dealing with conflict and Confrontation</b>	19 <b>Communication Strategies</b>	20 <i>Communication Strategies</i>	21 <b>The Fundamentals of Customer Service</b>	22 <i>The Fundamentals of Customer Service</i>	23
	Principles of Project Management					
24 <i>Both courses will run simultaneously. Please register for one course.</i>	25 <b>Logistics and Supply Chain Management</b>	26 <i>Logistics and Supply Chain Management</i>	27 <b>Purchasing and Procurement for the Beginner</b>	28 <i>Purchasing and Procurement for the Beginner</i>	29 <b>Risk Management</b>	30
	Human Resources for the Non-HR Manager					