

January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 23 Managing for Superior Results I Practical Time and Workload Management		24 25 Proofreading and Editing		26
		Project Management 101				
27	28	29 30 Communicating for Results Skills for Effective Presentations		31 1 The Outstanding Administrative Assistant		

February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Improving Your Memory	6 Management Skills for Admin Professionals	7 Management Skills for Admin Professionals	8	9
		Effective Meeting and Event Planning		Powerful Negotiation Skills		
10	11	12 Managing Skills for Non-Managers 1 Writing in Plain Language	13 Managing Skills for Non-Managers 2 Critical Conversations	14 Dealing with Difficult Behaviours Managing for Superior Results I Strategic Thinking	15 Managing for Superior Results I Strategic Thinking	16
		Project Management for Admin Professionals				
17	18	19	20 Creativity and Innovation for the Workplace Traumatic Overwhelm	21 Critical Thinking and Problem Solving for Decision Making DISC Personality Styles	22	23
			Writing Effective Briefing Notes			
24	25	26 Life Planning for Retirement MS Excel 2016 Level 1	27 Financial Planning for Retirement MS Excel 2016 Level 2	28 MS Excel 2016 Level 3 Finding Balance Through Mindfulness		
		Managing for Superior Results II				

March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Minute Taking for Better Meetings	6 The Outstanding Admin Assistant	7	8	9
		Communicating for Results Project Management 101 Powerful Coaching Skills		Managing and Leading with EQ Policy Analysis Toolbox Part 1 Skills for Effective Presentations		
10	11	12 Stress Management Skills Effective Oral Briefings	13 Active Listening	14	15	16
		Business Writing for Impact and Influence				
		Performance Measurement and Evaluation Practical Facilitation Skills		How Ottawa Works Managing Your Career for Short and Long Term		
17	18	19 From Co-worker to Team Leader	20 Practical Time and Workload Management	21	22	23
		Personal Effectiveness through Emotional Intelligence - EQ1 Proofreading and Editing Using Positive Influencing Skills		Strategic Thinking Dealing with Difficult Behaviours		
				Delegation Skills for the Workplace		
24	25	26 Getting Organized Mindfulness and Leadership for Managers	27 MS Word 2016 Level 2	28 Managing Stakeholders Writing Skills Tests	29	30
		Increasing Your Self Confidence				
		Powerful Negotiation Skills Personal Effectiveness through EQ2		Assertiveness and Conflict Resolution		



April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 25 The Outstanding Administrative Assistant Managing for Superior Results I		26	27
28	29	30				

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 Minute Taking for Better Meetings	23	24	25
			Personal Effectiveness through Emotional Intelligence – EQ1			
26	27	28 Finding Balance through Mindfulness	29 Managing for Non- Managers Level 1	30 Managing for Non- Managers Level 2	31	
		Assertiveness and Conflict Resolution Work Simplification		Managing and Leading with EQ		

June 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Financial Planning for Retirement	5 Life Planning for Retirement	6 Stress Management Skills	7	8
		Project Management 101 Practical Time and Workload Management		Dealing with Difficult Behaviours Managing for Superior Results I		
9	10	11 Using DISC Personality Styles for Effectiveness Effective Oral Briefings	12 Providing Superior Customer Service	13 Critical Thinking for Effective Decision Making	14	15
		Communicating for Results Strategic Thinking		Business Writing for Impact and Influence Management Skills for Admin Professionals		
16	17	18 Getting Organized and In Control	19 Improving your Memory	20 Writing in Plain Language	21	22
		Proofreading and Editing		Skills for Effective Presentations		
23	24	25	26 Advanced Minute Taking From Coworker to Team Leader Mindfulness for Managers	27 Powerful Negotiation Skills The Outstanding Administrative Assistant	28	29

July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9 Managing for Non- Managers Level 1	10 Personal Effectiveness through Emotional Intelligence - EQ2		12	13
		Increasing Your Self-Confidence				
14	15	16 Excel 2016 - Level 1	17 Excel 2016 - Level 2	18 Managing for Superior Results I		20
		Practical Time and Workload Management Project Management 101				
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13 Communicating for Results	14	15 Managing Your Career for the Short and Long Term	16	17
18	19	20 The Outstanding Administrative Assistant	21	22 Working and Communicating as a Team	23	24
				Proofreading and Editing		
25	26	27 Dealing with Difficult Behaviours	28 Effective Meeting and Event Planning	29	30	31