

November 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---|---|--|--------|----------|
| | | | | 1 Practical Time and Workload Management Managing for Superior Results II Powerful Negotiation Skills | 2 3 | |
| 4 | 5 | 6 Effective Performance Appraisals Report Writing MS Excel 2010–Level 1 | 7 Using DiSC Styles MS Excel 2010–Level 2 Delivery Process and Cost Management | 8 MS Excel 2010–Level 3 Business Grammar | 9 | 10 |
| | | Communicating for Results Dealing with Difficult People | | Managing and Leading with EQ | | |
| 11 | 12 | 13 | 14 Techniques for the Occasional Trainer Adv. Event Planning | 15 MS Word 2010–Level 2 Take Control of Your Workday with Outlook | 16 | 17 |
| | | | Proofreading and Editing Managing for Superior Results I Performance Measurement and Evaluation | | | |
| 18 | 19 | 20 | 21 Increasing Your Self-Confidence Project Management 101 | 22 | 23 | 24 |
| | | Assertiveness and Conflict Resolution Managing Your Career for Short and Long Term | | How Ottawa Works | | |
| 25 | 26 | 27 Adv. Business Writing Critical Conversations | 28 Adv. Minute Taking Getting Organized | 29 Active Listening Skills Improving Memory Customer Service | 30 | |
| | | Integrated Risk Management Personal Effectiveness - EQ1 | | | | |

December 2018

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|--------|--------|---|---|---|--------|----------|
| | | | | | | 1 |
| 2 | 3 | 4 Appreciative Inquiry Managing for Non- Managers Level 1 | 5 Managing for Non- Managers Level 2 Financial Planning for Retirement | 6 From Co-Worker to Team Leader Minute Taking Stress Management | 7 | 8 |
| | | Practical Time and Workload Management Business Writing for Impact and Influence | | Strategic Thinking | | |
| 9 | 10 | 11 Creativity and Innovation for the Workplace Effective Oral Briefings | 12 Critical Thinking and Problem Solving for Effective Decisions Finding Balance through Mindfulness | 13 MS Excel 2010-Level 2 | 14 | 15 |
| | | Communicating for Results | | The Outstanding Administrative Assistant | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

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 | | 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 | | |