



# 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

# September 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 Getting Organized and In Control	18	19                      20 Business Writing for Impact and Influence		21
		Assertiveness and Conflict Resolution				
22	23	24 Critical Thinking and Problem Solving	25	26                      27 Practical Time and Workload Management The Outstanding Administrative Assistant		28
		Practical Facilitation Skills Project Management 101				
29	30					

# October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Effective Oral Briefings	2	3 Making the Transition to Team Leader	4	5
		Managing for Superior Results I Personal Effectiveness/Emotional Intelligence EQ1		Techniques for the Occasional Trainer		
6	7	8 Minute Taking for Better Meetings	9 Mindfulness/Leadership for Managers	10 Writing in Plain Language	11	12
		Communicating for Results Skills for Effective Presentations		Policy Analysis Toolbox - Part 1 Project Management Skills for Admin Pros		
13	14	15	16 Improving Memory Stress Management	17 Finding Balance through Mindfulness	18 Policy Analysis Toolbox – Part 2	19
			Strategic Thinking Using Positive Influencing Skills in the Workplace			
20	21	22	23 Financial Planning for Retirement	24 Life Planning for Retirement	25	26
				Results-Based Management		
			Management Skills for Admin Professionals			
27	28	29 Managing for Non-Managers Level 1 MS Excel – Level 1	30 Managing for Non-Managers Level 2 MS Excel – Level 2	31 Powerful Coaching Skills Work Simplification Writing Effective Briefing Notes	1	
		Personal Effectiveness/Emotional Intelligence EQ2		MS Excel – Level 3		

# November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Report Writing	6	7 Dealing with Difficult Behaviours Managing for Superior Results II MS Access 2016 – Level 1	8	9
		Practical Time and Workload Management Powerful Negotiation Skills				
10	11	12	13 Business Grammar That Matters Take Control of Your Workday with Outlook	14 Managing for Superior Results I Performance Measurement and Evaluation Proofreading and Editing	15	16
17	18	19 Assertiveness and Conflict Resolution Increasing Your Self-Confidence Project Management 101	20	21 Active Listening Skills Critical Conversations	22	23
				How Ottawa Works		
24	25	26 Advanced Business Writing Advanced Event Planning Conducting Effective Performance Appraisals	27 Advanced Minute Taking Preparing for a Parliamentary Committee	28 Getting Organized and In Control	29	30
			Personal Effectiveness/Emotional Intelligence EQ1	Integrated Risk Management		



# December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Managing Skills for Non-Managers Level 1	4 Managing Skills for Non-Managers Level 2	5 Minute Taking for Better Meetings Stress Management Making the Transition to Team Leader	6	7
		Business Writing for Impact and Influence Practical Time and Workload Management		Skills for Effective Presentations		
8	9	10 Creativity and Innovation for the Workplace MS Excel - Level 2	11 Critical Thinking and Problem Solving for Effective Decision Making	12 Effective Oral Briefings	13	14
		Finding Balance through Mindfulness Strategic Thinking		The Outstanding Administrative Assistant Communicating for Results Managing and Leading with EQ		
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				