

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 Business Writing for Impact and Influence	20 Business Writing for Impact and Influence	21
		Assertiveness and Conflict Resolution				
22	23	24 Critical Thinking and Problem Solving	25	26 Practical Time and Workload Management	27 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 for Managers Financial Planning for Retirement	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	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			

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				

January 2020

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 Managing for Superior Results I Practical Time and Workload Management	22	23 Project Management 101 Proofreading and Editing	24	25
26	27	28 Skills for Effective Presentations	29	30 The Outstanding Administrative Assistant	31	

February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Helping Your Team Thrive at Work	5	6 Writing in Plain Language	7	8
		Effective Meeting and Event Planning Powerful Negotiation Skills		Management Skills for Admin Professionals		
9	10	11 Improving Memory Creativity and Innovation	12 Critical Conversations Critical Thinking for Decision-Making	13 Dealing with Difficult Behaviours Managing for Superior Results I Project Management for Admin Professionals	14	15
		Strategic Thinking				
16	17	18	19 Financial Planning for Retirement Managing Skills for Non-Managers 1	20 Life Planning for Retirement Managing Skills for Non-Managers 2	21	22
			Writing Effective Briefing Notes			
23	24	25 MS Excel 2016 - Level 1	26 MS Excel 2016 - Level 2	27 MS Excel 2016 - Level 3	28	29
		Managing for Superior Results II Using Positive Influencing Skills in the Workplace		Assertiveness and Conflict Resolution Finding Balance through Mindfulness Results-Based Management		

March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 MS Word 2016 – Level 2	4	5 Minute Taking	6	7
		Communicating for Results Powerful Coaching Skills The Outstanding Administrative Assistant		Managing & Leading w/ Emotional Intelligence Policy Analysis Toolbox – Part 1 Project Management 101		
8	9	10 Stress Management	11 Active Listening Skills	12	13	14
		Practical Facilitation Skills				
		MS Access 2016 – Level 1 Performance Measurement and Evaluation		Business Writing for Impact and Influence How Ottawa Works Personal Effectiveness/Emotional Intelligence EQ1		
15	16	17 Co-Worker to Team Lead	18 Delegation Skills	19 Proofreading and Editing	20 Skills for Effective Presentations	21
		Personal Effectiveness/Emotional Intelligence EQ2 Practical Time and Workload Management				
22	23	24 Getting Organized and in Control	25 Oral Briefings	26	27	28
		Mindfulness and Leadership for Managers	Strategic Thinking Increasing Your Self-Confidence			
		Powerful Negotiation Skills		Dealing with Difficult Behaviours MS Project 2016 - Level 1		
29	30	31 Preparing for a Parliamentary Committee				
		Succeeding at the Federal Public Service Writing Skills Tests				