



**Virtual Delivery
Schedule
January- March
2021**

4350 Executive Drive, Suite 100 | San Diego, CA 92121 | 858.546.1400 | www.learnsoft.com

BUSINESS COURSES	DATES	TIME	LENGTH
<i>Building Self-Esteem, Self-Confidence & Assertiveness</i>	03/29/21	8:00AM-12:00pm PST	1/2 Day
<i>Business Writing</i>	02/04/21	8:00AM-12:00pm PST	1/2 Day
<i>Change Management for Managers</i>	02/17/21	8:00AM-12:00pm PST	1/2 Day
<i>Coaching, Counseling, and Mentoring</i>	01/18/21	8:00AM-12:00pm PST	1/2 Day
<i>Coaching for Increased Performance</i>	02/25/21	8:00AM-12:00pm PST	1/2 Day
<i>Collaboration and Teamwork - Effective Teams</i>	02/09/21	8:00AM-12:00pm PST	1/2 Day
<i>Conflict Resolution</i>	03/18/21	8:00AM-12:00pm PST	1/2 Day
<i>Critical Thinking and Creative Problem Solving</i>	03/01/21	8:00AM-12:00pm PST	1/2 Day
<i>Dealing with Difficult People</i>	03/10/21	8:00AM-12:00pm PST	1/2 Day
<i>Effective Email Communication</i>	03/02/21	8:00AM-12:00pm PST	1/2 Day
<i>Effective Grammar Essentials</i>	01/26/21	8:00AM-12:00pm PST	1/2 Day
<i>Effective Project Management Fundamentals</i>	02/09/21	8:00AM-03:30PM PST	1 Day
<i>Effective Time Management</i>	02/02/21	8:00AM-12:00pm PST	1/2 Day
<i>Emotional Intelligence</i>	02/15/21	8:00AM-12:00pm PST	1/2 Day
<i>Having Meaningful Conversations</i>	02/12/21	8:00AM-12:00pm PST	1/2 Day
<i>Innovation and Creativity</i>	01/28/21	8:00AM-12:00pm PST	1/2 Day
<i>Managing Conflict</i>	02/22/21	8:00AM-12:00pm PST	1/2 Day
<i>Managing Your Emotional Responses</i>	03/24/21	8:00AM-12:00pm PST	1/2 Day
<i>Managing Remotely</i>	01/20/21	8:00AM-12:00pm PST	1/2 Day
<i>Motivating and Delegating</i>	03/12/21	8:00AM-12:00pm PST	1/2 Day
<i>New Ways of Leading Teams and Groups</i>	02/23/21	8:00AM-12:00pm PST	1/2 Day
<i>Personal Productivity</i>	01/29/21	8:00AM-12:00pm PST	1/2 Day

APPLICATION COURSES	DATES	TIME	LENGTH
<i>Access 2016 Introduction</i>	01/11/21	8:00AM-03:30PM PST	1 Day
	02/03/21	8:00AM-03:30PM PST	1 Day
	03/05/21	8:00AM-03:30PM PST	1 Day

APPLICATION COURSES (cont'd)	DATES	TIME	LENGTH
<i>Access 2016 Intermediate</i>	01/19/21	8:00AM-03:30PM PST	1 Day
	02/15/21	8:00AM-03:30PM PST	1 Day
	03/17/21	8:00AM-03:30PM PST	1 Day
<i>Access 2016 Advanced</i>	01/25/21	8:00AM-03:30PM PST	1 Day
	02/26/21	8:00AM-03:30PM PST	1 Day
	03/30/21	8:00AM-03:30PM PST	1 Day
<i>Excel 2016 Introduction</i>	01/05/21	8:00AM-03:30PM PST	1 Day
	01/13/21	8:00AM-03:30PM PST	1 Day
	01/26/21	8:00AM-03:30PM PST	1 Day
	02/05/21	8:00AM-03:30PM PST	1 Day
	02/11/21	8:00AM-03:30PM PST	1 Day
	02/16/21	8:00AM-03:30PM PST	1 Day
	03/03/21	8:00AM-03:30PM PST	1 Day
	03/16/21	8:00AM-03:30PM PST	1 Day
	03/26/21	8:00AM-03:30PM PST	1 Day
	<i>Excel 2016 Intermediate</i>	01/07/21	8:00AM-03:30PM PST
01/20/21		8:00AM-03:30PM PST	1 Day
01/28/21		8:00AM-03:30PM PST	1 Day
02/02/21		8:00AM-03:30PM PST	1 Day
02/18/21		8:00AM-03:30PM PST	1 Day
02/23/21		8:00AM-03:30PM PST	1 Day
03/09/21		8:00AM-03:30PM PST	1 Day
03/18/21		8:00AM-03:30PM PST	1 Day
<i>Excel 2016 Advanced</i>	03/29/21	8:00AM-03:30PM PST	1 Day
	01/15/21	8:00AM-03:30PM PST	1 Day
	01/21/21	8:00AM-03:30PM PST	1 Day
	01/27/21	8:00AM-03:30PM PST	1 Day
	02/08/21	8:00AM-03:30PM PST	1 Day
	02/24/21	8:00AM-03:30PM PST	1 Day
	03/10/21	8:00AM-03:30PM PST	1 Day
	03/22/21	8:00AM-03:30PM PST	1 Day
<i>Excel 2016 Macros</i>	03/31/21	8:00AM-03:30PM PST	1 Day
	01/06/21	12:15PM-3:30PM PST	1/2 Day
	02/04/21	12:15PM-3:30PM PST	1/2 Day
<i>Excel 2016 Pivot Tables</i>	03/01/21	12:15PM-3:30PM PST	1/2 Day
	01/06/21	8:00AM-11:15AM PST	1/2 Day
	02/04/21	8:00AM-11:15AM PST	1/2 Day
<i>Excel 2019 Introduction</i>	03/01/21	8:00AM-11:15AM PST	1/2 Day
	02/18/21	8:00AM-03:30PM PST	1 Day
<i>Excel 2019 Intermediate</i>	02/23/21	8:00AM-03:30PM PST	1 Day
<i>Excel 2019 Advanced</i>	02/25/21	8:00AM-03:30PM PST	1 Day
<i>Outlook 2016 Introduction</i>	01/05/21	8:00AM-03:30PM PST	1 Day
	03/12/21	8:00AM-03:30PM PST	1 Day

APPLICATION COURSES (cont'd)	DATES	TIME	LENGTH
<i>Outlook 2016 Advanced</i>	01/22/21	8:00AM-03:30PM PST	1 Day
	02/11/21	8:00AM-03:30PM PST	1 Day
	03/23/21	8:00AM-03:30PM PST	1 Day
<i>PowerPoint 2016 Introduction</i>	02/08/21	8:00AM-03:30PM PST	1 Day
	03/08/21	8:00AM-03:30PM PST	1 Day
<i>PowerPoint 2016 Advanced</i>	02/19/21	8:00AM-03:30PM PST	1 Day
	03/19/21	8:00AM-03:30PM PST	1 Day
<i>Project 2016 Introduction</i>	01/08/21	8:00AM-03:30PM PST	1 Day
	02/12/21	8:00AM-03:30PM PST	1 Day
	03/02/21	8:00AM-03:30PM PST	1 Day
<i>Project 2016 Advanced</i>	02/22/21	8:00AM-03:30PM PST	1 Day
	03/11/21	8:00AM-03:30PM PST	1 Day
<i>Visio 2016 Introduction</i>	01/14/21	8:00AM-03:30PM PST	1 Day
	03/11/21	8:00AM-03:30PM PST	1 Day
<i>Visio 2016 Advanced</i>	01/27/21	8:00AM-03:30PM PST	1 Day
	02/17/21	8:00AM-03:30PM PST	1 Day
	03/24/21	8:00AM-03:30PM PST	1 Day
<i>Word 2016 Introduction</i>	02/10/21	8:00AM-03:30PM PST	1 Day
	03/04/21	8:00AM-03:30PM PST	1 Day
<i>Word 2016 Intermediate</i>	02/17/21	8:00AM-03:30PM PST	1 Day
	03/15/21	8:00AM-03:30PM PST	1 Day
<i>Word 2016 Advanced</i>	02/25/21	8:00AM-03:30PM PST	1 Day
	03/25/21	8:00AM-03:30PM PST	1 Day

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