



**Virtual Delivery
Schedule
January - March 2022**

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

BUSINESS COURSES	DATES	TIME	LENGTH	PRICE
<i>Building Self-Esteem, Self-Confidence & Change Management for Employees</i>	02/01/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Conflict Resolution</i>	02/03/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Customer Service at Its Best</i>	02/14/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Dealing with Difficult People</i>	03/07/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Develop People Skills and Understand Team</i>	01/11/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Developing Yourself As A Leader</i>	03/03/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Effective Business Writing</i>	02/09/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Effective Email Communication</i>	03/02/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Effective Grammar Essentials</i>	03/08/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Effective Project Management Fundamentals</i>	03/21/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Effective Time Management</i>	01/11/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Emotional Intelligence</i>	03/29/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Habits of Top Performing Employees</i>	03/15/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Having Meaningful Forward-Looking Conversations</i>	02/25/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>How to Take Meeting Minutes</i>	01/12/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Getting Results Without The Authority</i>	02/23/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Leadership and Management Skills for Non-Managers</i>	02/10/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Managing Remotely</i>	01/17/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Managing Your Emotional Responses</i>	01/26/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Motivating and Delegating</i>	02/15/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Negotiating Skills</i>	01/27/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Team Building, Better Teams</i>	03/18/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>The Voice of Leadership</i>	01/20/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Unconscious Bias</i>	03/23/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Access 2016 Introduction</i>	02/17/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Access 2016 Intermediate</i>	02/01/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Access 2016 Advanced</i>	02/10/22	8:00AM-03:30PM PST	1 Day	\$255
	02/16/22	8:00AM-03:30PM PST	1 Day	\$255

APPLICATION COURSES (cont.)	DATES	TIME	LENGTH	PRICE
<i>Access 2016 Advanced</i>	02/16/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Excel 2016 Introduction</i>	01/04/22	8:00AM-03:30PM PST	1 Day	\$255
	02/09/22	8:00AM-03:30PM PST	1 Day	\$255
	03/01/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Excel 2016 Intermediate</i>	01/12/22	8:00AM-03:30PM PST	1 Day	\$255
	02/15/22	8:00AM-03:30PM PST	1 Day	\$255
	03/17/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Excel 2016 Advanced</i>	01/18/22	8:00AM-03:30PM PST	1 Day	\$255
	02/23/22	8:00AM-03:30PM PST	1 Day	\$255
	03/24/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Excel 2016 Macros</i>	01/27/22	12:15PM-3:30PM PST	1/2 Day	\$255
	03/16/22	12:15PM-3:30PM PST	1/2 Day	\$255
<i>Excel 2016 Pivot Tables</i>	01/27/22	8:00AM-11:15AM PST	1/2 Day	\$255
	03/16/22	8:00AM-11:15AM PST	1/2 Day	\$255
<i>Excel 2019 Introduction</i>	01/05/22	8:00AM-03:30PM PST	1 Day	\$255
	02/02/22	8:00AM-03:30PM PST	1 Day	\$255
	03/02/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Excel 2019 Intermediate</i>	01/20/22	8:00AM-03:30PM PST	1 Day	\$255
	02/08/22	8:00AM-03:30PM PST	1 Day	\$255
	03/30/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Excel 2019 Advanced</i>	01/26/22	8:00AM-03:30PM PST	1 Day	\$255
	02/22/22	8:00AM-03:30PM PST	1 Day	\$255
	03/31/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Microsoft Project 2016 Introduction</i>	01/06/22	8:00AM-03:30PM PST	1 Day	\$255
	03/15/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Microsoft Project 2016 Advanced</i>	01/13/22	8:00AM-03:30PM PST	1 Day	\$255
	03/23/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Outlook 2016 Introduction</i>	01/11/22	8:00AM-03:30PM PST	1 Day	\$255
	03/09/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Outlook 2016 Advanced</i>	01/19/22	8:00AM-03:30PM PST	1 Day	\$255
	03/22/22	8:00AM-03:30PM PST	1 Day	\$255
<i>PowerPoint 2016 Introduction</i>	02/08/22	8:00AM-03:30PM PST	1 Day	\$255
<i>PowerPoint 2016 Advanced</i>	02/17/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Project 2016 Introduction</i>	01/06/22	8:00AM-03:30PM PST	1 Day	\$255
	03/15/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Project 2016 Advanced</i>	01/13/22	8:00AM-03:30PM PST	1 Day	\$255
	03/23/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Visio 2016 Introduction</i>	01/13/22	8:00AM-03:30PM PST	1 Day	\$255
	03/03/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Visio 2016 Advanced</i>	01/25/22	8:00AM-03:30PM PST	1 Day	\$255
	03/16/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Word 2016 Introduction</i>	01/05/22	8:00AM-03:30PM PST	1 Day	\$255
	03/08/22	8:00AM-03:30PM PST	1 Day	\$255

APPLICATION COURSES (cont.)	DATES	TIME	LENGTH	PRICE
<i>Word 2016 Intermediate</i>	01/19/22	8:00AM-03:30PM PST	1 Day	\$255
	03/10/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Word 2016 Advanced</i>	01/25/22	8:00AM-03:30PM PST	1 Day	\$255
	03/29/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Word 2019 Introduction</i>	02/03/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Word 2019 Intermediate</i>	02/16/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Word 2019 Advanced</i>	02/24/22	8:00AM-03:30PM PST	1 Day	\$255
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