



**Virtual Delivery
Schedule
July - September, 2020**

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

PROFESSIONAL DEVELOPMENT	DATES	TIME	LENGTH
<i>Be Consistently Proactive, Not Reactive</i>	09/09/20	8:00AM-12:00pm	1/2 day
<i>Building Self-Esteem, Self-Confidence & Assertiveness</i>	07/20/20	8:00AM-12:00pm	1/2 day
<i>Business Writing</i>	07/28/20	8:00AM-12:00pm	1/2 day
<i>Coaching, Counseling, and Mentoring</i>	09/01/20	8:00AM-12:00pm	1/2 day
<i>Conflict Resolution</i>	08/04/20	8:00AM-12:00pm	1/2 day
<i>Collaboration and Teamwork - Effective Teams</i>	09/24/20	8:00AM-12:00pm	1/2 day
<i>Critical Thinking and Creative Problem Solving</i>	07/07/20	8:00AM-12:00pm	1/2 day
<i>Customer Service at Its Best</i>	07/08/20	8:00AM-12:00pm	1/2 day
<i>Dealing with Difficult People</i>	08/05/20	8:00AM-12:00pm	1/2 day
<i>Diversity Training</i>	08/25/20	8:00AM-12:00pm	1/2 day
<i>Effective Communication Skills for Tech Prof.</i>	09/22/20	8:00AM-12:00pm	1/2 day
<i>Effective Facilitation Skills</i>	08/14/20	8:00AM-12:00pm	1/2 day
<i>Effective Grammar Writing</i>	07/29/20	8:00AM-12:00pm	1/2 day
<i>Effective Project Management Fundamentals</i>	09/16/20	8:00AM-3:30PM	1 day
<i>Effective Time Management</i>	07/30/20	8:00AM-12:00pm	1/2 day
<i>Emotional Intelligence</i>	09/03/20	8:00AM-12:00pm	1/2 day
<i>Frontline Leadership</i>	08/24/20	8:00AM-12:00pm	1/2 day
<i>Habits of Highly Effective People</i>	09/08/20	8:00AM-12:00pm	1/2 day
<i>Improve Employees' Ability to Deal with Pressure at</i>	07/22/20	8:00AM-12:00pm	1/2 day
<i>Innovative Thinking</i>	09/17/20	8:00AM-12:00pm	1/2 day
<i>Innovation and Creativity</i>	08/11/20	8:00AM-12:00pm	1/2 day
<i>Leadership Development</i>	07/09/20	8:00AM-12:00pm	1/2 day
<i>Leadership Training for Non-Supervisors</i>	07/14/20	8:00AM-12:00pm	1/2 day
<i>Leading from the Front - Being a Leader in All You Do</i>	08/21/20	8:00AM-12:00pm	1/2 day
<i>Managing Accountability</i>	08/12/20	8:00AM-12:00pm	1/2 day

PROFESSIONAL DEVELOPMENT (cont'd)	DATES	TIME	LENGTH
<i>Managing Conflict</i>	09/14/20	8:00AM-12:00pm	1/2 day
<i>Mentoring Skills</i>	09/30/20	8:00AM-12:00pm	1/2 day
<i>Motivating Teams</i>	08/10/20	8:00AM-12:00pm	1/2 day
<i>Problem Solving and Decision Making</i>	09/15/20	8:00AM-12:00pm	1/2 day
<i>Personal Productivity</i>	08/20/20	8:00AM-12:00pm	1/2 day
<i>Stop Managing and Start Listening</i>	07/15/20	8:00AM-12:00pm	1/2 day
<i>Teamwork Building Better Teams</i>	08/19/20	8:00AM-12:00pm	1/2 day
<i>Unconscious Bias</i>	09/28/20	8:00AM-12:00pm	1/2 day
<i>What Managers Do in the First 100 Days</i>	07/16/20	8:00AM-12:00pm	1/2 day
PROJECT MANAGEMENT	DATES	TIME	LENGTH
<i>PMI Professional In Business Analysis</i>	08/24-08/27/20	8:00AM-4:00PM	4 Days
SECURITY +	DATES	TIME	LENGTH
<i>Security +</i>	08/10-08/14/20	8:00AM-4:00PM	5 Days
INFORMATION TECHNOLOGY	DATES	TIME	LENGTH
<i>Access 2016 Introduction</i>	07/01/20	8:00AM-3:30PM	1 Day
	08/03/20	8:00AM-3:30PM	1 Day
	09/10/20	8:00AM-3:30PM	1 Day
<i>Access 2016 Intermediate</i>	07/07/20	8:00AM-3:30PM	1 Day
	08/13/20	8:00AM-3:30PM	1 Day
	09/23/20	8:00AM-3:30PM	1 Day
<i>Access 2016 Advanced</i>	07/15/20	8:00AM-3:30PM	1 Day
	08/26/20	8:00AM-3:30PM	1 Day
	09/29/20	8:00AM-3:30PM	1 Day
<i>Excel 2016 Introduction</i>	07/08/20	8:00AM-3:30PM	1 Day
	07/13/20	8:00AM-3:30PM	1 Day
	07/22/20	8:00AM-3:30PM	1 Day
	08/04/20	8:00AM-3:30PM	1 Day
	08/17/20	8:00AM-3:30PM	1 Day
	08/25/20	8:00AM-3:30PM	1 Day
	09/02/20	8:00AM-3:30PM	1 Day
	09/15/20	8:00AM-3:30PM	1 Day
	09/28/20	8:00AM-3:30PM	1 Day
	<i>Excel 2016 Intermediate</i>	07/09/20	8:00AM-3:30PM
07/16/20		8:00AM-3:30PM	1 Day
07/24/20		8:00AM-3:30PM	1 Day
08/05/20		8:00AM-3:30PM	1 Day
08/10/20		8:00AM-3:30PM	1 Day
08/19/20		8:00AM-3:30PM	1 Day

INFORMATION TECHNOLOGY (cont'd)	DATES	TIME	LENGTH
<i>Excel 2016 Intermediate</i>	09/08/20	8:00AM-3:30PM	1 Day
	09/14/20	8:00AM-3:30PM	1 Day
	09/30/20	8:00AM-3:30PM	1 Day
<i>Excel 2016 Advanced</i>	07/10/20	8:00AM-3:30PM	1 Day
	07/21/20	8:00AM-3:30PM	1 Day
	07/27/20	8:00AM-3:30PM	1 Day
	08/12/20	8:00AM-3:30PM	1 Day
	08/21/20	8:00AM-3:30PM	1 Day
	08/27/20	8:00AM-3:30PM	1 Day
<i>Excel 2016 Advanced</i>	09/03/20	8:00AM-3:30PM	1 Day
	09/18/20	8:00AM-3:30PM	1 Day
	09/23/20	8:00AM-3:30PM	1 Day
<i>Excel 2016 Macros</i>	07/29/20	12:15PM-3:30PM	1/2 day
	08/31/20	12:15PM-3:30PM	1/2 day
	09/17/20	12:15PM-3:30PM	1/2 day
<i>Excel 2016 Pivot Tables</i>	07/29/20	8:00AM-11:15AM	1/2 day
	08/31/20	8:00AM-11:15AM	1/2 day
	09/17/20	8:00AM-11:15AM	1/2 day
<i>Outlook 2016 Introduction</i>	07/15/20	8:00AM-3:30PM	1 Day
	08/05/20	8:00AM-3:30PM	1 Day
	09/03/20	8:00AM-3:30PM	1 Day
<i>Outlook 2016 Advanced</i>	07/30/20	8:00AM-3:30PM	1 Day
	08/20/20	8:00AM-3:30PM	1 Day
	09/16/20	8:00AM-3:30PM	1 Day
<i>PowerPoint 2016 Introduction</i>	07/20/20	8:00AM-3:30PM	1 Day
	08/07/20	8:00AM-3:30PM	1 Day
	09/07/20	8:00AM-3:30PM	1 Day
<i>PowerPoint 2016 Advanced</i>	07/23/20	8:00AM-3:30PM	1 Day
	08/18/20	8:00AM-3:30PM	1 Day
	09/25/20	8:00AM-3:30PM	1 Day
<i>Project 2016 Introduction</i>	07/02/20	8:00AM-3:30PM	1 Day
	07/14/20	8:00AM-3:30PM	1 Day
	08/11/20	8:00AM-3:30PM	1 Day
	09/04/20	8:00AM-3:30PM	1 Day
<i>Project 2016 Advanced</i>	07/06/20	8:00AM-3:30PM	1 Day
	07/17/20	8:00AM-3:30PM	1 Day
	08/26/20	8:00AM-3:30PM	1 Day
	09/21/20	8:00AM-3:30PM	1 Day
<i>Visio 2016 Introduction</i>	07/17/20	8:00AM-3:30PM	1 Day
	08/13/20	8:00AM-3:30PM	1 Day
	09/09/20	8:00AM-3:30PM	1 Day

INFORMATION TECHNOLOGY (cont'd)	DATES	TIME	LENGTH
<i>Visio 2016 Advanced</i>	07/30/20	8:00AM-3:30PM	1 Day
	08/28/20	8:00AM-3:30PM	1 Day
	09/22/20	8:00AM-3:30PM	1 Day
<i>Word 2016 Introduction</i>	07/06/20	8:00AM-3:30PM	1 Day
	08/14/20	8:00AM-3:30PM	1 Day
	09/01/20	8:00AM-3:30PM	1 Day
<i>Word 2016 Intermediate</i>	07/28/20	8:00AM-3:30PM	1 Day
	08/18/20	8:00AM-3:30PM	1 Day
	09/11/20	8:00AM-3:30PM	1 Day
<i>Word 2016 Advanced</i>	07/31/20	8:00AM-3:30PM	1 Day
	08/24/20	8:00AM-3:30PM	1 Day
	09/24/20	8:00AM-3:30PM	1 Day

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