



**Learnsoft Live  
Pacific Time Zone  
Virtual Delivery Schedule  
March - September 2022**

4350 Executive Drive, Suite 100 | San Diego, CA 92121 | 858.546.1400 | [www.learnsoft.com](http://www.learnsoft.com)

<b>BUSINESS COURSES</b>	<b>DATES</b>	<b>TIME</b>	<b>LENGTH</b>	<b>PRICE</b>
<i>Building Self-Esteem, Self-Confidence &amp;</i>	05/03/22	8:00AM-12:00pm PST	1/2 Day	\$255
	08/10/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Change Management for Employees</i>	05/10/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Coaching, Counseling, and Mentoring</i>	04/06/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Coaching for Increased Performance</i>	05/04/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Communicating Strategically</i>	04/20/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Conflict Resolution</i>	05/12/22	8:00AM-12:00pm PST	1/2 Day	\$255
	08/16/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Critical Thinking and Creative Problem Solving</i>	05/09/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Customer Service at Its Best</i>	03/07/22	8:00AM-12:00pm PST	1/2 Day	\$255
	06/02/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Dealing with Difficult People</i>	04/11/22	8:00AM-12:00pm PST	1/2 Day	\$255
	07/06/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Developing People Skills and Understand Team</i>	07/12/22	8:00AM-12:00pm PST	1/2 Day	\$255
	09/06/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Developing Yourself As A Leader</i>	08/04/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Effective Business Writing</i>	03/02/22	8:00AM-12:00pm PST	1/2 Day	\$255
	06/09/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Effective Email Communication</i>	03/08/22	8:00AM-12:00pm PST	1/2 Day	\$255
	06/22/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Effective Grammar Essentials</i>	03/21/22	8:00AM-12:00pm PST	1/2 Day	\$255
	06/21/22	8:00AM-12:00pm PST	1/2 Day	\$255
	09/21/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Effective Project Management Fundamentals</i>	04/07/22	8:00AM-03:30PM PST	1 Day	\$255
	06/08/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Effective Time Management</i>	03/29/22	8:00AM-12:00pm PST	1/2 Day	\$255
	07/07/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Emotional Intelligence</i>	03/15/22	8:00AM-12:00pm PST	1/2 Day	\$255
	06/15/22	8:00AM-12:00pm PST	1/2 Day	\$255
	09/15/22	8:00AM-12:00pm PST	1/2 Day	\$255

<b>BUSINESS COURSES (cont.)</b>	<b>DATES</b>	<b>TIME</b>	<b>LENGTH</b>	<b>PRICE</b>
<i>Habits of Top Performing Employees</i>	05/05/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Having Meaningful, Forward-Looking Conversations</i>	05/17/22	8:00AM-12:00pm PST	1/2 Day	\$255
	09/01/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>How to Take Meeting Minutes</i>	06/29/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Innovation &amp; Creativity - Turning Ideas Into Action</i>	06/07/22	8:00AM-12:00pm PST	1/2 Day	\$255
	08/31/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Leadership and Management Skills for Non-Managers</i>	07/13/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Managing Conflict</i>	06/30/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Managing Remotely</i>	04/28/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Managing Your Emotional Responses</i>	05/31/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Motivating and Delegating</i>	04/05/22	8:00AM-12:00pm PST	1/2 Day	\$255
	07/21/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Negotiating Skills</i>	03/18/22	8:00AM-12:00pm PST	1/2 Day	\$255
	06/17/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Personal Productivity</i>	04/14/22	8:00AM-12:00pm PST	1/2 Day	\$255
	08/26/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Team Building, Better Teams</i>	04/19/22	8:00AM-12:00pm PST	1/2 Day	\$255
	07/25/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>The Voice of Leadership</i>	03/23/22	8:00AM-12:00pm PST	1/2 Day	\$255
	07/28/22	8:00AM-12:00pm PST	1/2 Day	\$255
	09/27/22	8:00AM-12:00pm PST	1/2 Day	\$255
<i>Unconscious Bias</i>	05/25/22	8:00AM-12:00pm PST	1/2 Day	\$255

<b>APPLICATION COURSES</b>	<b>DATES</b>	<b>TIME</b>	<b>LENGTH</b>	<b>PRICE</b>
<i>Access 2016 Introduction</i>	04/14/22	8:00AM-03:30PM PST	1 Day	\$255
	06/01/22	8:00AM-03:30PM PST	1 Day	\$255
	08/03/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Access 2016 Intermediate</i>	04/19/22	8:00AM-03:30PM PST	1 Day	\$255
	06/07/22	8:00AM-03:30PM PST	1 Day	\$255
	08/11/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Access 2016 Advanced</i>	04/28/22	8:00AM-03:30PM PST	1 Day	\$255
	06/22/22	8:00AM-03:30PM PST	1 Day	\$255
	08/22/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Excel 2016 Introduction</i>	03/01/22	8:00AM-03:30PM PST	1 Day	\$255
	04/06/22	8:00AM-03:30PM PST	1 Day	\$255
	05/05/22	8:00AM-03:30PM PST	1 Day	\$255
	06/14/22	8:00AM-03:30PM PST	1 Day	\$255
	07/05/22	8:00AM-03:30PM PST	1 Day	\$255
	08/02/22	8:00AM-03:30PM PST	1 Day	\$255
	09/07/22	8:00AM-03:30PM PST	1 Day	\$255

<b>APPLICATION COURSES (cont.)</b>	<b>DATES</b>	<b>TIME</b>	<b>LENGTH</b>	<b>PRICE</b>
<i>Excel 2016 Intermediate</i>	03/17/22	8:00AM-03:30PM PST	1 Day	\$255
	04/20/22	8:00AM-03:30PM PST	1 Day	\$255
	05/18/22	8:00AM-03:30PM PST	1 Day	\$255
	06/23/22	8:00AM-03:30PM PST	1 Day	\$255
	08/10/22	8:00AM-03:30PM PST	1 Day	\$255
	09/13/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Excel 2016 Advanced</i>	03/24/22	8:00AM-03:30PM PST	1 Day	\$255
	04/26/22	8:00AM-03:30PM PST	1 Day	\$255
	05/25/22	8:00AM-03:30PM PST	1 Day	\$255
	06/29/22	8:00AM-03:30PM PST	1 Day	\$255
	07/26/22	8:00AM-03:30PM PST	1 Day	\$255
	08/23/22	8:00AM-03:30PM PST	1 Day	\$255
	09/28/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Excel 2016 Macros</i>	03/16/22	12:15PM-3:30PM PST	1/2 Day	\$255
	05/19/22	12:15PM-3:30PM PST	1/2 Day	\$255
	07/14/22	12:15PM-3:30PM PST	1/2 Day	\$255
	08/24/22	12:15PM-3:30PM PST	1/2 Day	\$255
<i>Excel 2016 Pivot Tables</i>	03/16/22	8:00AM-11:15AM PST	1/2 Day	\$255
	05/19/22	8:00AM-11:15AM PST	1/2 Day	\$255
	07/14/22	8:00AM-11:15AM PST	1/2 Day	\$255
	08/24/22	8:00AM-11:15AM PST	1/2 Day	\$255
<i>Excel 2019 Introduction</i>	03/02/22	8:00AM-03:30PM PST	1 Day	\$255
	04/07/22	8:00AM-03:30PM PST	1 Day	\$255
	05/10/22	8:00AM-03:30PM PST	1 Day	\$255
	06/02/22	8:00AM-03:30PM PST	1 Day	\$255
	08/09/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Excel 2019 Intermediate</i>	03/30/22	8:00AM-03:30PM PST	1 Day	\$255
	04/12/22	8:00AM-03:30PM PST	1 Day	\$255
	05/26/22	8:00AM-03:30PM PST	1 Day	\$255
	06/15/22	8:00AM-03:30PM PST	1 Day	\$255
	07/20/22	8:00AM-03:30PM PST	1 Day	\$255
	08/17/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Excel 2019 Advanced</i>	03/31/22	8:00AM-03:30PM PST	1 Day	\$255
	04/27/22	8:00AM-03:30PM PST	1 Day	\$255
	05/31/22	8:00AM-03:30PM PST	1 Day	\$255
	06/21/22	8:00AM-03:30PM PST	1 Day	\$255
	08/30/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Outlook 2016 Introduction</i>	03/09/22	8:00AM-03:30PM PST	1 Day	\$255
	05/11/22	8:00AM-03:30PM PST	1 Day	\$255
	07/12/22	8:00AM-03:30PM PST	1 Day	\$255
	09/08/22	8:00AM-03:30PM PST	1 Day	\$255

<b>APPLICATION COURSES (cont.)</b>	<b>DATES</b>	<b>TIME</b>	<b>LENGTH</b>	<b>PRICE</b>
<i>Outlook 2016 Advanced</i>	03/22/22	8:00AM-03:30PM PST	1 Day	\$255
	05/24/22	8:00AM-03:30PM PST	1 Day	\$255
	07/21/22	8:00AM-03:30PM PST	1 Day	\$255
	09/22/22	8:00AM-03:30PM PST	1 Day	\$255
<i>PowerPoint 2016 Introduction</i>	04/05/22	8:00AM-03:30PM PST	1 Day	\$255
	06/08/22	8:00AM-03:30PM PST	1 Day	\$255
	09/01/22	8:00AM-03:30PM PST	1 Day	\$255
<i>PowerPoint 2016 Advanced</i>	04/13/22	8:00AM-03:30PM PST	1 Day	\$255
	06/16/22	8:00AM-03:30PM PST	1 Day	\$255
	09/20/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Project 2016 Introduction</i>	03/15/22	8:00AM-03:30PM PST	1 Day	\$255
	05/17/22	8:00AM-03:30PM PST	1 Day	\$255
	07/13/22	8:00AM-03:30PM PST	1 Day	\$255
	09/15/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Project 2016 Advanced</i>	03/23/22	8:00AM-03:30PM PST	1 Day	\$255
	05/26/22	8:00AM-03:30PM PST	1 Day	\$255
	07/27/22	8:00AM-03:30PM PST	1 Day	\$255
	09/29/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Visio 2016 Introduction</i>	03/03/22	8:00AM-03:30PM PST	1 Day	\$255
	05/04/22	8:00AM-03:30PM PST	1 Day	\$255
	07/07/22	8:00AM-03:30PM PST	1 Day	\$255
	08/31/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Visio 2016 Advanced</i>	03/16/22	8:00AM-03:30PM PST	1 Day	\$255
	05/12/22	8:00AM-03:30PM PST	1 Day	\$255
	07/19/22	8:00AM-03:30PM PST	1 Day	\$255
	09/21/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Word 2016 Introduction</i>	03/08/22	8:00AM-03:30PM PST	1 Day	\$255
	05/03/22	8:00AM-03:30PM PST	1 Day	\$255
	07/06/22	8:00AM-03:30PM PST	1 Day	\$255
	09/06/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Word 2016 Intermediate</i>	03/10/22	8:00AM-03:30PM PST	1 Day	\$255
	05/10/22	8:00AM-03:30PM PST	1 Day	\$255
	07/19/22	8:00AM-03:30PM PST	1 Day	\$255
	09/14/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Word 2016 Advanced</i>	03/29/22	8:00AM-03:30PM PST	1 Day	\$255
	05/31/22	8:00AM-03:30PM PST	1 Day	\$255
	07/28/22	8:00AM-03:30PM PST	1 Day	\$255
	09/27/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Word 2019 Introduction</i>	04/12/22	8:00AM-03:30PM PST	1 Day	\$255
	06/09/22	8:00AM-03:30PM PST	1 Day	\$255
	08/04/22	8:00AM-03:30PM PST	1 Day	\$255

<b>APPLICATION COURSES (cont.)</b>	<b>DATES</b>	<b>TIME</b>	<b>LENGTH</b>	<b>PRICE</b>
<i>Word 2019 Intermediate</i>	04/21/22	8:00AM-03:30PM PST	1 Day	\$255
	06/28/22	8:00AM-03:30PM PST	1 Day	\$255
	08/16/22	8:00AM-03:30PM PST	1 Day	\$255
<i>Word 2019 Advanced</i>	04/27/22	8:00AM-03:30PM PST	1 Day	\$255
	06/30/22	8:00AM-03:30PM PST	1 Day	\$255
	08/25/22	8:00AM-03:30PM PST	1 Day	\$255
<b>*** end of schedule ***</b>				