

Virtual Delivery Schedule October - December 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>	11/03/21	8:00AM-12:00pm PST	1/2 Day
	12/02/21	8:00AM-12:00pm PST	1/2 Day
<i>Business Writing</i>	10/13/21	8:00AM-12:00pm PST	1/2 Day
	11/10/21	8:00AM-12:00pm PST	1/2 Day
	12/08/21	8:00AM-12:00pm PST	1/2 Day
<i>Change Management for Employees</i>	11/02/21	8:00AM-12:00pm PST	1/2 Day
<i>Coaching, Counseling, & Mentoring</i>	10/08/21	8:00AM-12:00pm PST	1/2 Day
<i>Coaching for Increased Performance</i>	10/19/21	8:00AM-12:00pm PST	1/2 Day
	12/07/21	8:00AM-12:00pm PST	1/2 Day
<i>Communicating Strategically</i>	11/18/21	8:00AM-12:00pm PST	1/2 Day
<i>Conflict Resolution</i>	11/11/21	8:00AM-12:00pm PST	1/2 Day
<i>Critical Thinking and Creative Problem Solving</i>	10/06/21	8:00AM-12:00pm PST	1/2 Day
<i>Customer Service at It's Best</i>	12/15/21	8:00AM-12:00pm PST	1/2 Day
<i>Dealing with Difficult People</i>	10/12/21	8:00AM-12:00pm PST	1/2 Day
<i>Developing People Skills and Understand Team Dynamics</i>	10/21/21	8:00AM-12:00pm PST	1/2 Day
<i>Developing Yourself as a Leader</i>	11/03/21	8:00AM-12:00pm PST	1/2 Day
<i>Effective Email Communication</i>	10/20/21	8:00AM-12:00pm PST	1/2 Day
	12/14/21	8:00AM-12:00pm PST	1/2 Day
<i>Effective Grammar Essentials</i>	10/14/21	8:00AM-12:00pm PST	1/2 Day
	11/09/21	8:00AM-12:00pm PST	1/2 Day
	12/09/21	8:00AM-12:00pm PST	1/2 Day
<i>Effective Time Management</i>	11/18/21	8:00AM-12:00pm PST	1/2 Day
	12/16/21	8:00AM-12:00pm PST	1/2 Day
<i>Emotional Intelligence</i>	12/21/21	8:00AM-12:00pm PST	1/2 Day
<i>Getting Results Without Authority</i>	11/16/21	8:00AM-12:00pm PST	1/2 Day

BUSINESS COURSES (cont.)	DATES	TIME	LENGTH
<i>Habits of Top Performing Employees</i>	11/17/21	8:00AM-12:00pm PST	1/2 Day
<i>Having Meaningful Forward- Looking</i>	10/07/21	8:00AM-12:00pm PST	1/2 Day
<i>How To Take Meeting Minutes Effectively</i>	11/04/21	8:00AM-12:00pm PST	1/2 Day
<i>Innovation & Creativity</i>	10/04/21	8:00AM-12:00pm PST	1/2 Day
<i>Leadership & Management Skills for Non-Managers</i>	10/26/21	8:00AM-12:00pm PST	1/2 Day
<i>Managing Your Emotional Responses</i>	11/02/21	8:00AM-12:00pm PST	1/2 Day
<i>Negotiating Skills</i>	12/01/21	8:00AM-12:00pm PST	1/2 Day
<i>Personal Productivity</i>	12/22/21	8:00AM-12:00pm PST	1/2 Day
<i>Team Building- Better Teams</i>	10/28/21	8:00AM-12:00pm PST	1/2 Day
<i>The Voice of Leadership</i>	10/27/21	8:00AM-12:00pm PST	1/2 Day
	12/23/21	8:00AM-12:00pm PST	1/2 Day
<i>Unconscious Bias</i>	11/30/21	8:00AM-12:00pm PST	1/2 Day

APPLICATION COURSES	DATES	TIME	LENGTH
<i>Access 2016 Introduction</i>	10/12/21	8:00AM-03:30PM PST	1 Day
	10/27/21	8:00AM-03:30PM PST	1 Day
	11/09/21	8:00AM-03:30PM PST	1 Day
	12/01/21	8:00AM-03:30PM PST	1 Day
<i>Access 2016 Intermediate</i>	10/13/21	8:00AM-03:30PM PST	1 Day
	10/28/21	8:00AM-03:30PM PST	1 Day
	11/10/21	8:00AM-03:30PM PST	1 Day
	12/02/21	8:00AM-03:30PM PST	1 Day
<i>Access 2016 Advanced</i>	10/14/21	8:00AM-03:30PM PST	1 Day
	11/11/21	8:00AM-03:30PM PST	1 Day
	12/07/21	8:00AM-03:30PM PST	1 Day
<i>Access for Office 365 Intermediate</i>	10/26/21	8:00AM-03:30PM PST	1 Day
<i>Access for Office 365 Advanced</i>	11/02/21	8:00AM-03:30PM PST	1 Day
<i>Excel 2016 Introduction</i>	10/05/21	8:00AM-03:30PM PST	1 Day
	10/26/21	8:00AM-03:30PM PST	1 Day
	11/16/21	8:00AM-03:30PM PST	1 Day
	12/07/21	8:00AM-03:30PM PST	1 Day
<i>Excel 2016 Intermediate</i>	10/06/21	8:00AM-03:30PM PST	1 Day
	10/27/21	8:00AM-03:30PM PST	1 Day
	11/17/21	8:00AM-03:30PM PST	1 Day
	12/08/21	8:00AM-03:30PM PST	1 Day
<i>Excel 2016 Advanced (cont.)</i>	10/07/21	8:00AM-03:30PM PST	1 Day
	10/28/21	8:00AM-03:30PM PST	1 Day
	11/18/21	8:00AM-03:30PM PST	1 Day
	12/09/21	8:00AM-03:30PM PST	1 Day

APPLICATION COURSES (cont.)	DATES	TIME	LENGTH
<i>Excel 2016 Macros</i>	10/21/21	12:15PM-3:30PM PST	1/2 Day
	11/30/21	12:15PM-3:30PM PST	1/2 Day
	12/14/21	12:15PM-3:30PM PST	1/2 Day
<i>Excel 2016 Pivot Tables</i>	10/21/21	8:00AM-11:15AM PST	1/2 Day
	11/30/21	8:00AM-11:15AM PST	1/2 Day
	12/14/21	8:00AM-11:15AM PST	1/2 Day
<i>Excel 2019 Introduction</i>	10/19/21	8:00AM-03:30PM PST	1 Day
	12/21/21	8:00AM-03:30PM PST	1 Day
<i>Excel 2019 Intermediate</i>	10/20/21	8:00AM-03:30PM PST	1 Day
	12/22/21	8:00AM-03:30PM PST	1 Day
<i>Excel 2019 Advanced</i>	10/21/21	8:00AM-03:30PM PST	1 Day
	12/23/21	8:00AM-03:30PM PST	1 Day
<i>Outlook 2016 Introduction</i>	10/19/21	8:00AM-03:30PM PST	1 Day
	11/02/21	8:00AM-03:30PM PST	1 Day
<i>Outlook 2016 Advanced</i>	10/20/21	8:00AM-03:30PM PST	1 Day
	11/04/21	8:00AM-03:30PM PST	1 Day
<i>PowerPoint 2016 Introduction</i>	10/19/21	8:00AM-03:30PM PST	1 Day
	11/02/21	8:00AM-03:30PM PST	1 Day
	12/15/21	8:00AM-03:30PM PST	1 Day
<i>PowerPoint 2016 Advanced</i>	10/20/21	8:00AM-03:30PM PST	1 Day
	11/03/21	8:00AM-03:30PM PST	1 Day
	12/16/21	8:00AM-03:30PM PST	1 Day
<i>Project 2016 Introduction</i>	10/21/21	8:00AM-03:30PM PST	1 Day
	11/16/21	8:00AM-03:30PM PST	1 Day
<i>Project 2016 Advanced</i>	10/26/21	8:00AM-03:30PM PST	1 Day
	11/17/21	8:00AM-03:30PM PST	1 Day
<i>Visio 2016 Introduction</i>	10/12/21	8:00AM-03:30PM PST	1 Day
	11/10/21	8:00AM-03:30PM PST	1 Day
	12/15/21	8:00AM-03:30PM PST	1 Day
<i>Visio 2016 Advanced</i>	10/13/21	8:00AM-03:30PM PST	1 Day
	11/11/21	8:00AM-03:30PM PST	1 Day
	12/15/21	8:00AM-03:30PM PST	1 Day
<i>Word 2016 Introduction</i>	10/05/21	8:00AM-03:30PM PST	1 Day
	11/03/21	8:00AM-03:30PM PST	1 Day
	12/21/21	8:00AM-03:30PM PST	1 Day
<i>Word 2016 Intermediate</i>	10/06/21	8:00AM-03:30PM PST	1 Day
	11/04/21	8:00AM-03:30PM PST	1 Day
	12/22/21	8:00AM-03:30PM PST	1 Day
<i>Word 2016 Advanced</i>	10/07/21	8:00AM-03:30PM PST	1 Day
	11/09/21	8:00AM-03:30PM PST	1 Day
	12/23/21	8:00AM-03:30PM PST	1 Day
<i>Word 2019 Introduction</i>	10/14/21	8:00AM-03:30PM PST	1 Day
	12/01/21	8:00AM-03:30PM PST	1 Day

APPLICATION COURSES (cont.)	DATES	TIME	LENGTH
<i>Word 2019 Intermediate</i>	10/12/21	8:00AM-03:30PM PST	1 Day
	12/02/21	8:00AM-03:30PM PST	1 Day
<i>Word 2019 Advanced</i>	10/14/21	8:00AM-03:30PM PST	1 Day
	12/08/21	8:00AM-03:30PM PST	1 Day
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