



**THE
ENTERPRISE
CENTRE**

Professional Development Skills

Cambrian College
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9:00 a.m. to 4:00 p.m.

* Courses that begin at 8:00 a.m. to 4:00 p.m.



Code	Seminar	Price	September	October	November	December
ENT1561	Assertiveness	\$145.00		4		
ENT1524	Communicating Effectively	\$280.00				9 & 10
ENT1549	Conflict Management	\$145.00				13
ENT1519	Dealing with Difficult People	\$145.00	30			
ENT1537	Customers for Life	\$150.00			8	
ENT1527	Decision Making in our Organization	\$145.00				
ENT1615	Due Diligence	\$150.00				
ENT1637	Effective Facilitation Skills	\$145.00			22	
ENT1633	Effective Management	\$145.00		27		
ENT1628	Effective Presentations	\$145.00	15			
ENT1631	Effective Time Management	\$145.00		13		
ENT1639	Emotional Intelligence for Managers	\$145.00				7
ENT1630	Hiring Outstanding Teams	\$145.00	27			
ENT1634	Leading Virtual Teams	\$145.00		28		
ENG1586	LDC: Communications	\$500.00		7, 8, 21, 22		
LDC1002	LDC: Project Management	\$500.00			4, 5, 18, 19	
LDC1003	LDC: Employment Law	\$500.00				2, 3, 16, 17
ENT1551	Manage Employees *	\$280.00			9 & 10	
ENT1638	Managing Information Effectively	\$145.00			23	
ENT1629	Managing Organizational Goals	\$145.00	16			
ENT1544	Minute Taking	\$150.00		25		
ENT1528	Negotiating Skills	\$145.00			29	
MMP1030	MMP Module 4 (10 Evenings)	\$551.00				
ENT1636	Performance Management	\$145.00			15	
ENT1520	Performance Reviews	\$145.00				
ENT1635	Practical Leadership	\$145.00			2	
ENT1557	Practice Effective Communications *	\$325.00	22, 23, 24			
ENT1632	Problem Solving Skills	\$145.00		26		
ENT1613	Process Mapping	\$145.00				
ENT1536	Project Management Theory	\$325.00	13 & 14			
ENT1593	Proposal Writing	\$145.00		12		
ENT1538	Team Dynamics	\$175.00		18		
ENT1545	Train the Trainer	\$145.00				6
ENT1621	Violence in the Workplace	\$85.00	21			