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- 10 Fundamentals of Project Management
- 16 Developing Excellence with StrengthsFinder®: Starting with Your Talents ••
- 22 Multimedia Writing •
- 30 Reducing Unnecessary Employee Turnover •

SEPTEMBER

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- 12 Innovation for the Workplace •
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- 26 Professional Speaking ••

OCTOBER

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- 19 **NEW!** Finding Focus in Chaos: Balancing Priorities
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NOVEMBER

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- 7 Beyond Conflict Management ••
- 14 Business Writing •
- 30 **NEW!** Make Yourself Indispensable: Create Opportunity by Taking Initiative and Risks

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- 15 Fundamentals of Project Management
- 21 **NEW!** Creative Thinking: Using Self-Awareness to Generate Ideas
- 27 Emotional Intelligence •

MARCH

- 7 Email and Digital Etiquette •
- 13 **NEW!** Developing Essential Critical Thinking Skills
- 15 Project Management Practical Application
- 22 Working with Difficult People ••
- 27 How to Avoid Being a Dysfunctional Leader ••



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