

May 2019

Monday	Tuesday	Wednesday	Thursday	Friday
13 <u>Stepping Up – Leading the Team NEW</u> PD19200111 POSTPONED Lane	14 am <u>Training Your Mind to Pay Attention NEW</u> PD19200191 POSTPONED Lane	15 am <u>Social Media & HR Issues</u> PD19200821 POSTPONED Black	16 am <u>Diversity in the Workplace NEW</u> PD19200031 POSTPONED Murphy	17 No class
Lane	pm <u>Performance Mgmt & Prog Disc NEW</u> PD19200591 POSTPONED Black	pm <u>Managing Absenteeism in the Workplace</u> PD19200751 POSTPONED Gallivan	pm <u>Anti-Money Laundering</u> PD19200281 POSTPONED Kiragu	
20 Victoria Day	21 <u>Influential Leadership – Leading Teams and Others</u> PD19201831 POSTPONED Tilley	22 <u>Effective Briefing Notes/Reports</u> PD19201501 CANCELLED Tattie	23 am <u>Bullying at Work NEW</u> PD19200041 Murphy	24 am <u>Conducting Effective Meetings NEW</u> PD19200061 Murphy
			pm <u>Ethical Decision-Making</u> PD19201571 Gillis	pm <u>Ethics at our Core</u> PD19200521 Gillis
27 <u>Google Drive NEW</u> PD19200641 Arriaga	28 am <u>Take This Job and Love It</u> PD19201431 Pease	29 <u>Due Diligence for Acquisitions</u> PD19200351 Weatherby	30 No class	31 am <u>Internet Security NEW</u> PD19200661 POSTPONED Arriaga
Arriaga	pm <u>Stop Putting Things Off</u> PD19200091 Veldhoven			pm <u>TeamViewer NEW</u> PD19200711 POSTPONED Arriaga

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3 <u>Income Tax - Everyday Issues for General Practitioners</u> PD19201011 Sullivan	4 am <u>Income Tax – Portfolio Investments</u> PD19200181 Christian	5 am <u>Draining the Poison of Procrastination</u> PD19201421 POSTPONED Pease	6 <u>Internal Controls – Industry Sector NEW</u> PD19201821 A. Avery	7 am <u>Retirement Planning</u> PD19200811 Malone
Sullivan	pm <u>Income Tax – Income Splitting</u> PD19201131 Oakey	pm <u>Ethics at our Core</u> PD19200522 Gillis		pm <u>Evernote NEW</u> PD19200721 Arriaga
10 <u>GST/HST – CRA Audit</u> PD19200271 Fleming	11 <u>Excel Best Practices</u> PD19200421 Blatch	12 am <u>Securing your Data</u> PD19201701 CANCELLED Blatch	13 <u>Cloud Computing</u> PD19201361 Blatch	14 am <u>Employee Performance Management</u> PD19201101 POSTPONED Gillis
		pm <u>Word, Outlook & PowerPoint</u> PD19201211 Blatch		pm <u>Leadership - Ethical Challenges</u> PD19201581 Gillis
17 <u>Fraud Risk Management</u> PD19200211 A. Avery	18 <u>Review Engagements – Application of the Standard</u> PD19200261 Strong	19 <u>RIP – Terminal Filing</u> PD19201171 March	20 am <u>Estate and Probate Planning</u> PD19201001 Niedermayer	21 <u>Overcoming the Five Dysfunctions of a Team NEW</u> PD19200851 Pease
			pm <u>Retirement Dimensions NEW</u> PD19200071 Murphy	