



It's becoming hard to focus, distractions are everywhere, you have a huge list of things to do, buy, make, not forget – how will you get it all done? We don't know either!

One thing we do know is that we've started planning for next year. Have you? Is there something you've been putting off? A skill you should have worked on this year? One more course you need to complete a certificate? Now's the time to think about it and to help, here's a list of programs coming up in January 2012.

Conflict Resolution

[Dealing with All Personalities in the Workplace](#)

[Conflict Communication Skills Toolbox](#)

Communication

[Business Writing Skills](#)

[Designing and Leading Great Discussions](#)

[Strategic Communication for Government Professionals](#)

Be sure to keep an eye on the Burnside News and Business Voice – Special offer to receive a 10% discount if you register for an EPD seminar by January 31, 2012.*

**discount cannot be combined with other discounts that apply for groups or certificates*

Specialty Skills

[The Project Management Course](#)

[Compensation Planning Basics for HR Practitioners](#)

[Lean Operational Excellence for Service Organization](#) *NEW*

Supervision and Management

[Team Management and Motivation for Supervisors](#)

[Supervisory Skills for the New Supervisor](#)