



# BUSINESS FUNDAMENTALS CERTIFICATE

## Continuing Education

### SEPTEMBER 2018 - JUNE 2019 COURSE OFFERINGS

#### SEPTEMBER 2018

BFND505 Making Connections  
through Communications  
September 7 - 9, 2018 (Fri/Sat/Sun)

BFND542 Budgeting for your Small  
Business  
September 8 - 9, 2018 (Sat/Sun)

BFND515 Small Business and the  
Law  
September 18 – October 10, 2018  
(Tues/Thurs)

BFND605 Effective Leadership  
Practices  
September 28 – 30, 2018 (Fri/Sat/Sun)

BFND595 Decision Making  
September 21 – October 3, 2018 (Sat)

#### OCTOBER 2018

BFND520 Working with the Canada  
Revenue Agency  
October 5 - 16, 2018 (Tues/Thurs)

BFND575 Recruitment and Selection  
October 12 - 14, 2018  
(Fri/Sat/Sun)

BFND615 Supervisory Self  
Assessment  
October 12 - 14, 2018 (Fri/Sat/Sun)

BFND525 Designing a Marketing  
Plan  
October 18 – November 1, 2018  
(Tues/Thurs)

BFND535 Recognition and Retention  
October 19 - 21, 2018 (Fri/Sat/Sun)

BFND630 Conflict Management  
October 20, 2018 (Sat)

BFND540 Doing Your Own Books  
October 26 - 28, 2018 (Fri/Sat/Sun)

#### NOVEMBER 2018

BFND545 Finance Administration  
for Supervisory Staff  
November 2 - 4, 2018 (Fri/Sat/Sun)

BFND570 Labour Relations  
November 3, 2018 (Sat)

BFND565 Human Resource Planning  
November 6 – 15, 2018 (Tues/Thurs)

BFND585 Performance Management  
November 16 – 18, 2018 (Fri/Sat/Sun)

BFND520 Working with the Canada  
Revenue Agency  
November 17, 2018 (Sat)

BFND550 Payroll Preparation  
November 17 - 18, 2018 (Sat/Sun)

BFND510 Creating a Business Model  
November 20 – December 4, 2018  
(Tues/Thurs)

BFND555 Supervisory Savvy  
November 23 - 25, 2018 (Fri/Sat/Sun)

BFND625 Team Building Tools  
November 23 - 25, 2018 (Fri/Sat/Sun)

#### DECEMBER 2018

BFND590 Time Management  
December 1, 2018 (Sat)

BFND635 Strategies for Managing  
Change  
December 7 – 9, 2018 (Fri/Sat/Sun)

BFND620 Effective Meetings  
December 8, 2018 (Sat)

#### JANUARY 2019

BFND505 Making Connections  
through Communications  
January 8 – 22, 2019 (Tues/Thurs)

BFND525 Designing a Marketing  
Plan  
January 8 – 9, 2019 (Tues/Wed)

BFND510 Creating a Business Model  
January 11 – 13, 2019 (Fri/Sat/Sun)

BFND542 Budgeting for your Small  
Business  
January 12 – 13, 2019 (Sat/Sun)

BFND515 Small Business and the  
Law  
January 18 – 20, 2019 (Fri/Sat/Sun)

BFND555 Supervisory Savvy  
January 24 – February 7, 2019  
(Tues/Thurs)

#### FEBRUARY 2019

BFND640 Quality Customer  
Engagement  
February 8 – 10, 2019 (Fri/Sat/Sun)

BFND580 Workplace Legislation  
February 12 – 28, 2019 (Tue/Thurs)



# BUSINESS FUNDAMENTALS CERTIFICATE

## MARCH 2019

BFND545 Finance Administration  
for Supervisory Staff  
March 1 – 3, 2019 (Fri/Sat/Sun)

BFND560 Financing Your New  
Business  
March 2, 2019 (Sat)

BFND595 Decision Making  
March 2, 2019 (Sat)

BFND630 Conflict Management  
March 2, 2019 (Sat)

BFND585 Performance Management  
March 5 - 19, 2019 (Tues/Thurs)

BFND550 Payroll Preparation  
March 9 – 10, 2019 (Sat/Sun)

BFND570 Labour Relations  
March 9, 2019 (Sat)

BFND615 Supervisory Self  
Assessment  
March 14 – April 4, 2019  
(Tues/Thurs)

BFND575 Recruitment and Selection  
March 15 – 17, 2019 (Fri/Sat/Sun)

BFND625 Team Building Tools  
March 15 – 17, 2019 (Fri/Sat/Sun)

BFND590 Time Management  
March 16, 2019 (Sat)

## APRIL 2019

BFND505 Making Connections  
through Communications  
April 5 – 7, 2019 (Fri/Sat/Sun)

BFND635 Strategies for Managing  
Change  
April 12 – 14, 2019 (Fri/Sat/Sun)

BFND565 Human Resource Planning  
April 13 – 14, 2019 (Sat/Sun)

BFND605 Effective Leadership  
Practices  
April 26 – 28, 2019 (Fri/Sat/Sun)

## MAY 2019

BFND525 Designing a Marketing  
Plan  
May 3 – 5, 2019 (Fri/Sat/Sun)

BFND555 Supervisory Savvy  
May 3 – 5, 2019 (Fri/Sat/Sun)

BFND640 Quality Customer  
Engagement  
May 3 – 5, 2019 (Fri/Sat/Sun)

BFND520 Working with the Canada  
Revenue Agency  
May 4, 2019 (Sat)

BFND620 Effective Meetings  
May 4, 2019 (Sat)

BFND530 Customer Experience  
Strategies  
May 11 – 12, 2019 (Sat/Sun)

BFND535 Recognition and Retention  
May 24 – 26, 2019 (Fri/Sat/Sun)

BFND540 Doing Your Own Books  
May 31 – June 2, 2019 (Fri/Sat/Sun)

## JUNE 2019

BFND580 Workplace Legislation  
June 1 – 2, 2019 (Sat/Sun)

BFND615 Supervisory Self  
Assessment  
June 7 – 9, 2019 (Fri/Sat/Sun)

BFND575 Recruitment and Selection  
June 14 – 16, 2019 (Fri/Sat/Sun)

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*PLEASE NOTE: Course  
dates may change or be  
cancelled – be sure to check  
the Business Fundamentals  
webpage at  
[http://www.nait.ca/business  
fundamentals.htm](http://www.nait.ca/businessfundamentals.htm) to  
confirm dates and times  
and to register.*

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