

## Instructors' Time Table for Online Courses

<b>Instructors</b>	<b>Days</b>	<b>Units</b>
Carvel Lett	Tues & Thurs 6:00 p.m. – 7:00 p.m.  7:30 p.m. – 8:30 p.m.	<ul style="list-style-type: none"> <li>• <b>Give Your Customers a Positive Impression of yourself and Organization</b></li> <li>• <b>Produce Business Documents</b></li> </ul>
Dorran Strachan	Tues & Thurs 5:00 p.m. - 6:00 p.m.	<ul style="list-style-type: none"> <li>• <b>Process and Record Payroll Transactions</b></li> </ul>
Lyndonna Marshall	Tues & Thurs 7:00 p.m. – 8:00 p.m.	<ul style="list-style-type: none"> <li>• <b>Achieve the Goals for your Business</b></li> <li>• <b>Win and Keep Customers</b></li> <li>• <b>Check your ability to Run a Business</b></li> </ul>
Ann-Marie Montrose	Tues & Thurs 6:00 p.m. – 7:00 p.m.	<ul style="list-style-type: none"> <li>• <b>Deal with Conflict Situation</b></li> <li>• <b>Supervise a Team to Ensure Goals are achieved</b></li> <li>• <b>Develop work Priorities</b></li> </ul>
Jonathan La Crette	Mon - Wed 6:00 p.m. – 7:00 p.m.	<ul style="list-style-type: none"> <li>• <b>Manage Project &amp; Plan and Implement Change</b></li> <li>• <b>Encourage Innovation in your area of responsibility</b></li> </ul>
Annika Houstone	Mon - Wed 6:30 p.m. – 7:30 p.m.	<ul style="list-style-type: none"> <li>• <b>Develop Marketing Plan</b></li> <li>• <b>Identify and Monitor competitors' Marketing strategies and Activities</b></li> </ul>
Everil Bonaparte	Mon - Wed 6:30 p.m. – 7:30 p.m.	<ul style="list-style-type: none"> <li>• <b>Maintain Human Resource Information System</b></li> <li>• <b>Administer Recruitment Procedures</b></li> </ul>