

Business curriculum

2026 wk25-48

**Please note that lessons are subject to change without notice.*

		Topic	Lesson
Oct	wk25	Phone Skills	Listening Challenges
	wk26	Email Skills	Making a Complaint
	wk27	Meeting Skills	Client Meetings
	wk28	Face to Face	Giving Feedback
Nov	wk29	Case Study	N/A
	wk30	Miscellaneous	Negotiation
	wk31	Phone Skills	Taking and Leaving Messages
	wk32	Email Skills	Scheduling
Dec	wk33	Meeting Skills	Q&A
	wk34	Face to Face	Conflict Resolution
	wk35	Case Study	N/A
	wk36	Miscellaneous	Teambuilding
Jan	wk37	Phone Skills	Technical Support
	wk38	Email Skills	Dealing with Miscommunication
	wk39	Meeting Skills	Team Meeting 2
	wk40	Face to Face	Disciplinary Action
Feb	wk41	Case Study	N/A
	wk42	Miscellaneous	Financing / Loans
	wk43	Phone Skills	Final Review
	wk44	Email Skills	Follow Up Emails
Mar	wk45	Meeting Skills	Concluding
	wk46	Face to Face	Quitting
	wk47	Case Study	N/A
	wk48	Miscellaneous	Dismissal