

Business curriculum

2026 wk1-24

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

		Topic	Lesson
April	wk1	Phone Skills	Customer Inquiries
	wk2	Email Skills	Structuring an Email
	wk3	Meeting Skills	Before the Meeting
	wk4	Face to Face	Interview Essentials
May	wk5	Case Study	N/A
	wk6	Miscellaneous	Crisis Management
	wk7	Phone Skills	Handling Complaints
	wk8	Email Skills	Internal Emails
June	wk9	Meeting Skills	Meeting Etiquette
	wk10	Face to Face	Hiring
	wk11	Case Study	N/A
	wk12	Miscellaneous	CVs and Resumes
July	wk13	Phone Skills	Follow Up Calls
	wk14	Email Skills	Responding to Inquiries
	wk15	Meeting Skills	Team Meeting 1
	wk16	Face to Face	Onboarding
August	wk17	Case Study	N/A
	wk18	Miscellaneous	Workplace Safety
	wk19	Phone Skills	Review
	wk20	Email Skills	Digital Security
September	wk21	Meeting Skills	Pitching
	wk22	Face to Face	Delegating
	wk23	Case Study	N/A
	wk24	Miscellaneous	Social Media