

Business curriculum

2025 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	False Advertising
	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	Trade Secrets
	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	Galapagos Syndrome
	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	Branding in Business
	wk48	Miscellaneous	Dismissal