

# DECEMBER

| MONDAY                             | TUESDAY | WEDNESDAY                           | THURSDAY                                | FRIDAY |
|------------------------------------|---------|-------------------------------------|-----------------------------------------|--------|
| 1<br><div>Managing Reception</div> | 2       | 3<br><div>Supplier Management</div> | 4<br><div>Managing Administration</div> | 5      |
| 8                                  | 9       | 10                                  | 11                                      | 12     |
| 15                                 | 16      | 17                                  | 18                                      | 19     |
| 22                                 | 23      | 24                                  | 25                                      | 26     |
| 29                                 | 30      | 31                                  |                                         |        |
|                                    |         |                                     |                                         |        |