

Innovative Management & Professional Training



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BUSINESS & COMPUTER SKILLS

Training Seminars & Workshops

Jan. – April 2019

Book 3 participants in the same seminar and get the 4th free!!

WORKSHOP TITLES	COST	TIME	DATE
Advanced EXCEL Workshop	\$225	9 - 4	Jan 9
Introduction to WORD Workshop	\$175	9 - 1	Jan 23
Customer Service Essentials	\$175	9 - 1	Jan 30
Introduction to EXCEL Workshop	\$175	9 - 1	Jan 31
Understanding Double Entry & Accruals Accounting	\$225	9 - 4	Feb 6
Reception & Telephone Essentials	\$175	9 - 1	Feb 7
Intermediate WORD Workshop	\$225	9 - 4	Feb 13
Managing Time & Stress in the Workplace	\$225	9 - 4	Feb 20
QuickBooks: Essential Skills	\$225	9 - 4	Feb 27
Introduction to Computers Workshop	\$225	9 - 4	Mar 13
PowerPoint: Essential Skills	\$175	9 - 1	Mar 14
Essentials of Supervisory Management	\$225	9 - 4	Mar 20
Advanced WORD Workshop	\$225	9 - 4	Mar 27
Understanding Financial Statements	\$225	9 - 4	Apr 3
The Administrative Professional Seminar	\$175	9 - 1	Apr 10
Developing Team Leaders	\$175	9 - 1	Apr 11
Advanced Supervisory Management	\$225	9 - 4	Apr 17
Intermediate EXCEL Workshop	\$225	9 - 4	Apr 30

INVEST IN YOUR PROFESSIONAL DEVELOPMENT

CALL US TODAY @ 943-4678