

Innovative Management & Professional Training



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BUSINESS & COMPUTER SKILLS

Training Seminars & Workshops

Sept. – Dec. 2019

WORKSHOP TITLES	COST	TIME	DATE
Introduction to EXCEL Workshop	\$225	9 - 4	Sept 4
The Customer Service Excellence Workshop	\$225	9 - 4	Sept 11
QuickBooks: Essential Skills	\$225	9 - 4	Sept 12
Intermediate EXCEL Workshop	\$225	9 - 4	Oct 2
Managing Time & Stress in the Workplace	\$225	9 - 4	Oct 3
Minute Taking: Essential Skills	\$250	9 - 4	Oct 9
The Professional Receptionist	\$225	9 - 4	Oct 16
Intermediate WORD Workshop	\$225	9 - 4	Oct 30
Essentials of Supervisory Management	\$225	9 - 4	Nov 6
Report Writing: Essential Skills	\$250	9 - 4	Nov 13
Advanced EXCEL Workshop	\$225	9 - 4	Nov 20
Understanding Double Entry & Accrual Accounting	\$225	9 - 4	Nov. 21
The Administrative Assistant Workshop	\$225	9 - 4	Dec 4
PowerPoint: Essential Skills	\$175	9 - 1	Dec 5
CBP Business Communication (A 2-Day Program)	\$500	9 - 4	Dec 10 - 11

INVEST IN YOUR PROFESSIONAL DEVELOPMENT

CALL US TODAY @ 943-4678