

# Innovative Management & Professional Training



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## BUSINESS & COMPUTER SKILLS

*Training Seminars & Workshops*

**Oct. 2020 – Jan. 2021**

WORKSHOP TITLES	COST	TIME	DATE
<b>DAYTIME TRAINING: CLASSROOM SESSIONS</b>			
Managing Time & Stress in the Workplace	\$225	9 - 4	Oct. 13
Intermediate EXCEL Workshop <i>(participants must bring a Laptop with software)</i>	\$200	9 - 4	Oct. 28
Essentials of Supervisory Management	\$225	9 - 4	Nov. 18
The Customer Service Excellence Workshop	\$225	9 - 4	Nov. 25
Developing Team Leaders	\$225	9 - 4	Dec. 1
Advanced EXCEL Workshop <i>(participants must bring a Laptop with software)</i>	\$200	9 - 4	Dec. 9
CBP Business Communications (A 2-day Program)	\$500	9 - 4	Jan. 6 & 7
The Administrative Assistant Workshop	\$225	9 - 4	Jan. 20
<b>EVENING TRAINING: ONLINE LIVE SESSIONS</b>			
CBP Business Management Seminar (A 12-week Program)	\$675	Thurs. 6 – 7:30 pm	Oct. 22 – Jan. 21
CBP English Grammar for Business (A 12-week Program)	\$675	Thurs. 6 – 7:30 pm	Nov. 5 – Feb. 4
ILM Level 2 Award in Leadership & Team Skills (A 12-week Program)	\$1,200	Thurs. 6- 7:30 pm	Jan. 7 - Mar. 25
<b>Save 10% when you register 3 or more participants for the same seminar title!!</b>			

**INVEST IN YOUR PROFESSIONAL DEVELOPMENT**

*CALL US TODAY @ 943-4678*