

Innovative Management & Professional Training



OFFICE Unit 201 Alissta Towers
TEL 943-IMPT (4678)
FAX 943-4679
E-MAIL Info_impt@candw.ky
WEBSITE www.impttraining.com



BUSINESS & COMPUTER SKILLS

Training Seminars & Workshops

Jan. – Apr. 2020

WORKSHOP TITLES	COST	TIME	DATE
Introduction to WORD Workshop	\$175	9 - 1	Jan. 21
The Customer Service Excellence Workshop	\$225	9 - 4	Jan. 23
Introduction to EXCEL Workshop	\$225	9 - 4	Jan. 29
The Professional Receptionist	\$225	9 - 4	Feb. 4
Essentials of Supervisory Management	\$225	9 - 4	Feb. 5
Intermediate EXCEL Workshop	\$225	9 - 4	Feb. 19
Internal Customer Service	\$175	9 - 1	Mar. 4
Introduction to QuickBooks Workshop	\$225	9 - 4	Mar 5
Managing Time and Stress in the Workplace	\$225	9 - 4	Mar. 11
The Administrative Assistant Workshop	\$225	9 - 4	Mar. 18
The Accounting Fundamentals Workshop	\$225	9 - 4	Mar. 19
Advanced EXCEL Workshop	\$225	9 - 4	Apr. 2
Intermediate WORD Workshop	\$225	9 - 4	Apr. 23
Intermediate QuickBooks Workshop	\$225	9 - 4	Apr. 29
Developing Team Leaders	\$225	9 - 4	Apr. 30

INVEST IN YOUR PROFESSIONAL DEVELOPMENT

CALL US TODAY @ 943-4678