

Innovative Management & Professional Training



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BUSINESS & COMPUTER SKILLS

Training Seminars & Workshops

Jan. – Feb. 2023

WORKSHOP TITLES	TIME	COST	DATE
Introduction to EXCEL Workshop	9 – 4	\$275	Jan. 10
EXCEL: Common Formulas	9 – 12	\$175	Jan. 24
Working with VLookup & HLookup	9 – 12	\$175	Jan. 25
Business Writing Basics	9 – 4	\$275	Feb. 13
EXCEL: PivotTable Basics	9 – 12	\$175	Feb. 21
PowerPoint: Essential Skills	1 – 4	\$175	Feb. 21

Save 10% when you book 3 or more participants for the same Seminar Title on the same Date!!

CONTACT US TODAY to book your training!! Email: Info@imptraining.com