

Innovative Management & Professional Training



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BUSINESS & COMPUTER SKILLS

Training Seminars & Workshops

Sept. – Dec. 2021

WORKSHOP TITLES	COST	TIME	DATE
DAYTIME TRAINING: CLASSROOM SESSIONS			
PowerPoint: Essential Skills (3 hours)	9 - 12	\$175	Sept 15
Advanced EXCEL (6 hours)	9 - 4	\$250	Sept. 21
The Essentials of Supervisory Management Seminar (6 hours)	9 - 4	\$250	Sept. 23
Introduction to EXCEL (6 hours)	9 - 4	\$250	Sept. 28
The Accounting Fundamentals Workshop (6 hours)	9 - 4	\$250	Sept. 30
Intermediate EXCEL (6 hours)	9 - 4	\$250	Oct. 14
The Customer Service Excellence Workshop (4 hours)	9 - 1	\$175	Oct. 19
Introduction to WORD (6 hours)	9 - 4	\$250	Oct. 21
QuickBooks: Essential Skills (6 hours)	9 - 4	\$250	Oct. 26
Minute-Taking: Essential Skills (6 hours)	9 - 4	\$250	Oct. 28
Intermediate WORD (6 hours)	9 - 4	\$250	Nov. 4
Business Writing Basics (6 hours)	9 - 4	\$250	Nov. 9
Managing Time & Stress in the Workplace (6 hours)	9 - 4	\$250	Nov. 11
Advanced WORD (6 hours)	9 - 4	\$250	Nov. 18
Outlook: Essential Skills (3 hours)	9 - 12	\$175	Dec. 7
<p>Save 5 - 10% when you register 3 or more participants in the same seminar title or when you prepay!! Contact us for details.</p>			

INVEST IN YOUR PROFESSIONAL DEVELOPMENT

CALL US TODAY @ 345-926-6283