

Innovative Management & Professional Training



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BUSINESS & COMPUTER SKILLS

Training Seminars & Workshops

Apr. – Jun. 2022

WORKSHOP TITLES	COST	TIME	DATE
DAYTIME TRAINING: CLASSROOM SESSIONS			
Advanced EXCEL Workshop (6 hours)	9 – 4	\$250	Apr 7
The Essentials of Supervisory Management Seminar (6 hours)	9 – 4	\$250	Apr 12
Business Writing Basics Workshop	9 – 4	\$250	May 10
Introduction to EXCEL Workshop (6 hours)	9 – 4	\$250	May 12
Introduction to WORD Workshop (6 hours)	9 – 4	\$250	May 19
Intermediate EXCEL Workshop (6 hours)	9 – 4	\$250	May 31
The Administrative Assistant Workshop	9 – 4	\$250	Jun 2
Intermediate WORD Workshop (6 hours)	9 – 4	\$250	Jun 9
Advanced EXCEL Workshop (6 hours)	9 – 4	\$250	Jun 16
Advanced WORD Workshop (6 hours)	9 – 4	\$250	Jun 28
The Professional Receptionist Seminar	9 – 4	\$250	Jun 30

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