

Innovative Management & Professional Training



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BUSINESS & COMPUTER SKILLS

Training Seminars & Workshops

Jan. – Jun. 2021

WORKSHOP TITLES	COST	TIME	DATE
DAYTIME TRAINING: CLASSROOM SESSIONS			
Introduction to EXCEL Workshop	\$225	9 - 4	Jan. 18
QuickBooks: Essential Skills	\$225	9 - 4	Jan. 21
Managing Time & Stress in the Workplace	\$225	9 - 4	Jan. 26
CBP Business Communication (A 2-Day Program)	\$500	9 - 4	Jan 27 & 28
Developing Team Leaders	\$225	9 - 4	Feb. 10
CBP Project Management (A 3-Day Program)	\$750	9 - 4	Feb. 22 - 24
The Customer Service Excellence Workshop	\$225	9 - 3	Mar. 9
Intermediate EXCEL Workshop	\$225	9 - 4	Mar. 11
ILM Level 3 Award in Leadership & Management <small>(contact us for full details)</small> Unit 1: Understanding Leadership Unit 2: Understanding How to Motivate to Improve Performance	\$1,500	9 - 4	Mar. 16 & May. 25
The Essentials of Supervisory Management	\$225	9 - 4	Mar 24
Advanced EXCEL Workshop	\$225	9 - 4	Apr. 15
Outlook: Essential Skills	\$175	9 - 12	May 13
PowerPoint: Essential Skills	\$175	9 - 12	May 20
The Professional Receptionist	\$225	9 - 4	June 15
Minute Taking: Essential Skills	\$225	9 - 4	June 17

Save 10% when you register 3 or more participants for the same seminar title!!

INVEST IN YOUR PROFESSIONAL DEVELOPMENT

CALL US TODAY @ 345-926-6283