

# Innovative Management & Professional Training



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## BUSINESS SKILLS Sept. – Nov. 2011



**Contact us for Private Training sessions and Save! Many other titles are also available.**

WORKSHOP TITLES	COST (C\$)	TIME	DATE
<i>CBP Business Communications Seminar (A 2-Day Certification Program)</i>	\$350	9 - 4	Sept. 20 & 22
<i>The Customer Service Excellence Workshop</i>	\$200	9 - 4	Sept. 27
<i>Managing Time &amp; Stress in the Workplace</i>	\$200	9 - 4	Oct. 4
<i>Business Writing Basics</i>	\$200	9 - 4	Oct. 18
<i>Essentials of Supervisory Management</i>	\$250	9 - 4	Nov. 1
<i>Advanced Human Resource Management</i>	\$200	9 - 4	Nov. 8

**Training Venue: Unit 201 Alissta Towers, 85 North Sound Road**

**INVEST IN YOUR PROFESSIONAL DEVELOPMENT**  
**CALL US TODAY @ 943-4678**