



INNOVATIVE MANAGEMENT & PROFESSIONAL TRAINING

ON-SITE TRAINING SPECIALS

Contact us for Pricing Details



In these challenging times, we need to keep employees engaged and increase productivity while managing the bottom line.

If you are working with a training budget that reduces the number of persons you can offer training to, **IMPT has a solution for you!** Our **On-site Training Specials** were created with your organization's needs in mind.

Training is available from a wide selection of our programs across the areas of Business Skills and Computer Skills Training.

We have also included the Certified Business Professional (CBP) Seminars from the International Business Training Association in this offer. This means that after completing the training programs, participants will be able to enter for certification examinations if they so desire.

Business Skills Training

½-Day Sessions (3 hours)

6—10 participants
11—15 participants
16—20 participants

1-Day Sessions (6 hours)

6—10 participants
11—15 participants
16—20 participants

Computer Training

½-Day Sessions (3 hours)

Up to 8 participants
9 — 12 participants

1-Day Sessions (6 hours): up to 12 participants

Introductory
Intermediate
Advanced Level

CBP Seminars

Contact us for pricing details

6—10 participants
11—15 participants
16—20 participants

Business Skills Titles Available

- Advanced Supervisory Management
- Business Writing Basics
- Customer Service Excellence
- Developing Team Leaders
- Essential Coaching Skills
- Essentials of Supervisory Management
- Management Essentials
- Managing Time and Stress in the Workplace
- Managing with Emotional Intelligence
- Performance Management
- Successful Delegation
- The Leadership Challenge

Computer Training Titles Available

EXCEL & WORD 2007 / 2003
Introductory, Intermediate & Advanced

Other Titles

- PowerPoint 2007/2003: Essential Skills
- Outlook 2007/2003: Essential Skills
- Introduction to Computers
- Keyboarding Skills

CBP® Seminar Titles Available

- Business Communications
- Business Etiquette
- Business Management
- Conflict Management
- Customer Service
- Dynamic Decision Making
- Leadership
- Leading Through Change
- Motivating Employees to be Their Best
- Project Management

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