

COMMUNICATION / ADMINISTRATION EVENTS



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| 1) 10 Effective Key Tools for Work Success at the Office | 19 & 20 Mar 2012 |
| 2) Customer Service Through the Three-R's (3R's): Right Language, Right Etiquette and Right Self-Esteem | 26 & 27 Mar 2012 |
| 3) Effective Business Writing and Communication Skills | 29 & 30 Mar 2012 |
| 4) Office Administration for Personal Assistants and Secretaries – In Pursuit of Administrative Excellence! | 16&17 April 2012 |
| 5) Superior Slides and Techniques for Perfect Presentations | 30 April 2012 |
| 6) Effective Filing Systems / Records for Secretarial and Clerical Staff | 14 & 15 May 2012 |