



2010 Schedule

September	Dates	Cost	Location
Time & Stress Management (9 a.m. – 12noon)	02 - 03	\$11,500.00	Kingston
Train the Trainer	7 - 10	\$27,500.00	Kingston
Train the Trainer Examination	17		
Microsoft Word Level 2	14 - 15	\$17,500.00	Kingston
Budgeting for Managers: Creating Practical Department Budgets	16 - 17	\$17,500.00	Kingston
Financial Securities Management	19	\$51,560.00	Mandeville
Effective Public Speaking	20 - 21	\$17,500.00	Kingston
Employee Benefits & Wellness	22	\$15,000.00	Kingston
Writing procedures, manuals and tasks	23 - 24	\$17,500.00	Kingston
Microsoft Excel Level 2	27 - 28	\$17,500.00	Kingston
Microsoft Project Level 1 (Project Management Software)	29 - 30	\$17,500.00	Kingston