

Belize Institute of Management (BIM)



October – December 2018 seminars

October 2018

- Dynamic Presentation Skills – October 3-4 \$337.50
- Supervision I: The New Supervisor – October 10-12 \$371.25
- **Retirement Planning – October 17-18 \$337.50
- Effective Telephone Skills – October 19 \$180
- Effective Writing Skills – October 23-24 \$337.50
- Bringing Out the Leader in You – October 26 \$180
- Effective Office & Records Management – October 30- 31 \$337.50

November 2018

- The Power of Customer Service – November 1-2 \$337.50
- Supervision II: Advanced Management Skills – November 5-7 \$371.25
- Dealing with Difficult People – November 9 \$180
- Effectively Managing Time & Stress – November 13-14 \$337.50
- Handling Customer Complaints – November 16 \$180
- Create Management Labor Harmony in the 21st Century Workplace – October 21-23 \$371.25
- Inter-personal Skills – November 27-28 \$337.50
- Finance & Accounting for Non-financial Managers – November 29-30 \$382.50

December 2018

- Managing & Resolving Conflict – December 4-5 \$337.50
- Personnel Issues of Labor Law – December 6-7 \$337.50
- Defensive Driving Skills – December 11-13 \$371.25
- Work Ethics – December 18 \$180
- Setting & Achieving Goals – December 19-20 \$337.50

Call (223-3055), email (bimbelize@gmail.com), to register!
Visit our website at bimbelize.org

Best of wishes for 2019!!!

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