

Belize Institute of Management (BIM)



January – March 2019 Seminars

January 2019

- Effective Telephone Skills- January 11/ **\$180.00**
- Managing and Resolving Conflict- January 16-17/ **\$337.50**
- Problem Solving and Decision Making- January 21-22/ **\$337.50**
- The Power of Customer Service- January 24-25/ **\$337.50**
- Effectively Managing Time and Stress- January 28-29/ **\$337.50**

February 2019

- Bringing out the Leader in You- February 1/ **\$180.00**
- Retirement Planning- February 4-5/ **\$337.50**
- Defensive Driving Skills- February 6-8/ **\$371.25**
- Dealing with Difficult People- February 8/ **\$180.00**
- Developing High Performance Teams- February 11-12/ **\$337.50**
- Communicating for Maximum Results- February 14-15/ **\$337.50**
- Supervision I: The New Supervisor- February 18-20/ **\$337.50**
- Effective Writing Skills- February 21-22/ **\$337.50**
- Inter-Personal Skills- February 25-26/ **\$337.50**
- Setting and Achieving Goals- February 27-28/ **\$337.50**

March 2019

- Handling Customer Complaints- March 1/ **\$180.00**
- Minute Taking- March 4/ **\$180.00**
- Finance and Accounting for Non-Financial Managers- March 6-7/ **\$337.50**
- Motivating Others- March 8/ **\$180.00**
- Supervision II: Advanced Management Skills & Techniques for Supervisors- March 13-15/
\$371.25
- Dynamic Presentation- March 18-19/ **\$337.50**
- Effective Office and Records Management- March 21-22/ **\$337.50**
- Time Management- March 26/ **\$180.00**
- English Grammar & Writing Course (Basic I&II)- March 27-28/ **\$337.50**
- Work Ethics- March 29/ **\$180.00**

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