

# Belize Institute of Management (BIM)



## April – June 2019 Seminars

### *April*

- Supervision I: The New Supervisor – April 3-5 - **\$371.25**
- Managing & Resolving Conflict – April 8-9 - **\$337.50**
- Time Management – April 10 - **\$180**
- Minute Taking – April 11 - **\$180**
- Effective Telephone Skills – April 12 - **\$180**
- The Executive Administrative Professional – April 25-26 - **\$337.50**
- Everyone's Public Relations Role – April 29-30 - **\$337.50**

### *May*

- Bringing Out the Leader in You – May 3 - **\$180**
- Inter-personal Skills – May 6-7 - **\$337.50**
- Retirement Planning – May 8-9 - **\$337.50**
- The Power of Customer Service – May 9-10 - **\$337.50**
- Grammar Course I & II – May 13-14 - **\$337.50**
- Work Ethics – May 15 - **\$180.00**
- Communicate for Maximum Results – May 16-17 - **\$337.50**
- Tapping into Creativity – May 21 - **\$180**
- Supervision II: Adv. Management Skills for Supervisors – May 22-24 - **\$371.25**
- Effective Managing Time & Stress – May 30-31 - **\$337.50**

### *June*

- Problem Solving & Decision Making – June 3-4 - **\$337.50**
- Dynamic Presentation – June 5-6 - **\$337.50**
- Dealing with Difficult People – June 7 - **\$180**
- Setting & Achieving Goals – June 10-11 - **\$337.50**
- Effective Office & Records Management – June 13-14 - **\$337.50**
- Effective Report Writing – June 17-18 - **\$337.50**
- Human Resource Management – June 19-21 - **\$382.50**
- Getting Assertive – June 20-21 - **\$337.50**
- Personnel Issues of Labor Law – June 24-25 - **\$337.50**
- Defensive Driving Skills – June 26-28 - **\$371.25**

Call 223-3055, email [bimbelize@gmail.com](mailto:bimbelize@gmail.com), website: [bimbelize.org](http://bimbelize.org),  
for more information and to register!