Belize Institute of Management

July – September 2019 seminars

**July 2019**
- Bringing Out the Leader in You - July 4 $180
- Personnel Issues of Labour Law - July 9-10 $337.50
- Effectively Managing Time & Stress - July 11-12 $337.50
- Effective Office & Records Management - July 15-16 $337.50
- Supervision I: The New Supervisor - July 17-19 $371.25
- Communicate with Maximum Results - July 22-23 $337.50
- Effective Writing Skills - July 24-25 $337.50
- Dealing with Difficult People - July 26 $180
- Defensive Driving Skills - July 31-August 2 $371.25

**August 2019**
- Work Ethics - August 2 $180
- Problem Solving & Decision Making - August 6-7 $337.50
- The Power of Customer Service - August 7-8 $337.50
- Effective Minute Taking - August 9 $180
- Inter-personal Skills - August 13-14 $337.50
- Supervision II: Adv. Management Skills for Supervisor - August 14-16 $371.25
- Effective Telephone - August 20 $180
- Grammar Course I & II - August 21-22 $337.50
- Dynamic Presentation Skills - August 22-23 $337.50
- The Executive Administrative Professional - August 27-28 $337.50
- Human Resource Management - August 28-30 $382.50

**September 2018**
- Public Relations Role - September 4-5 $337.50
- Handling Customer Complaints - September 6 $180
- Setting & Achieving Goals - September 12-13 $337.50
- Managing & Resolving Conflict - September 16-17 $337.50
- Retirement Planning - September 25-26 $337.50
- Dealing with Difficult People - September 27 $180
- Effective Report Writing - September 30-October 1 $337.50

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

Happy Independence Day to all!