

Belize Institute of Management (BIM)



January – March 2020 seminars

Please note that any seminar can be facilitated specifically for your organization. Please call for details.

January 2020

- Effective Writing Skills - January 22-23 \$337.50
- Handling Customer Complaints - January 24 \$180
- Setting & Achieving Goals - January 27-28 \$337.50
- Everyone's Public Relations Role - January 30-31 \$337.50

February 2019

- Bringing Out the Leader in You - February 4 \$180
- Managing & Resolving Conflict - February 6-7 \$337.50
- Supervision I: The New Supervisor - February 11-13 \$371.25
- Dealing with Difficult People - February 14 \$180
- Motivating Others - February 17 \$180
- Effective Human Resources Management - February 18-20 \$382.50
- Effective Telephone Skills - February 21 \$180
- Communicate for Maximum Results - February 24-25 \$337.50
- Effective Minute Taking - February 26 \$180
- Finance & Accounting for Non-financial Managers - February 27-28 \$382.50

March 2019

- Supervision II: Adv. Management Skills & Techniques for Supervisors - March 3-5 \$371.50
- Work Ethics – March 6 \$180
- Effectively Managing Time & Stress - March 11-12 \$337.50
- Motivating Others - March 13 \$180
- Dynamic Presentation Skills - March 17-18 \$337.50
- The Power of Customer Service - March 19-20 \$337.50
- Developing High Performance Teams - March 24-25 \$337.50
- Inter-personal Skills - March 26-27 \$337.50
- Retirement Planning - March 30-31 \$337.50

Call (223-3055), email (bimbelize@gmail.com), website (bimbelize.org) to register and for more information!