



LANGUAGE

English for Beginners	60 hours
Business English Course – BEC Preliminary	60 hours
Business English Course – BEC Vantage	60 hours
Business English Course – BEC Higher	60 hours
Greek for Foreigners – Level 1	60 hours
Greek for Foreigners – Level 2	60 hours

ADMINISTRATIVE

The Role of the Personal Assistant – Efficiency Redefined	1 day
Office Efficiency – Going that Extra Mile	1 day
Telesales and Call Centre Service Excellence	2 days
Teeline Fast Shorthand – Never A Dying Art!	60 hours
Effective Business Correspondence	1 day

MANAGEMENT

Motivating the Motivator	1 day
Training the Manager	1 day
Training the Supervisor	1 day
Promoting and Developing Women’s Entrepreneurship	100 hours
An Introduction to Cyprus Company Law	1 day
Performance and Quality Improvement	1 day

EMPLOYEE DEVELOPMENT

Mastering the Art of Assertiveness – The Path to a Career Filled with Confidence	2 days
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HOSPITALITY & ENTERTAINMENT

Reviving the Art of Professional Waitering	2 days
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NOTE: We are available to undertake corporate and individual/in-house trainings upon request. Group discounts available. Please click on hyperlinks for course details, applicable subsidies and relevant registration forms. Due to the limited number of places available, we recommend you submit the completed registration forms at the earliest opportunity.