

## Languages Courses

BEC Preliminary - Business English	60 hours
BEC Vantage - Business English	60 hours



## Administration Trainings

Office Efficiency - <i>Going that Extra Mile</i>	1 day
Effective Business Correspondence	1 day

## Learn from Business Professionals

*We are available to undertake tailor-made, in-house trainings upon request. Group discounts available. Please follow hyperlinks for course details, applicable subsidies and relevant registrations forms. Due to the limited number of places available, we recommend that you submit the completed registration forms at the earliest opportunity.*

## CONTACT

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## Management Seminars

Mastering the Art of Assertiveness	2 days
Training the Manager	1 day
Motivating the Motivator	1 day

## Hospitality & Entertainment Trainings

Reviving the Art of Professional Waitering	2 days
Customer Service Excellence	1 day

