

TRAINING CALENDAR

2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MINUTE TAKING MADE SIMPLE			1-2		8-9		3-4		18-19		6-7	
PA & EXECUTIVE SECRETARY MASTER CLASS			15-16		17-18		12-13		13-14		15-16	
MANAGING PEOPLE USING YOUR STRENGTHS			13-14		10-11		5-6		20-21		8-9	
PROFESSIONAL OFFICE ADMINISTRATION			13-14		15-16		10-11		11-12		13-14	
THE PROFESSIONAL RECEPTIONIST		22		4		21		16		18		6

If you don't find the course you are looking for listed here, please see the comprehensive course list on our website for the courses that we run in-house for 4 or more delegates.