



JULY				
6	<b>Boosting Confidence for Success at Work</b> Essential tools for sustaining self-confidence and motivation	Free book	\$445 \$425	Maria Kassova
27	<b>Microsoft Office Productivity Buffet***</b> Increased productivity for people who use Microsoft Office every day	Shortcut cards	\$395 \$375*	Sharon Connolly
AUGUST				
23-24	<b>Powerful Business Writing Skills **</b> A popular two-day workshop that will transform your writing skills	Free Book	\$755 \$725*	Shirley Taylor
29	<b>Microsoft Office Productivity Buffet***</b> Increased productivity for people who use Microsoft Office every day	Shortcut cards	\$395 \$375*	Sharon Connolly
SEPTEMBER				
3	<b>Communication: Your Key to Success ***</b> A fresh look at increasing clarity and confidence, and building relationships that succeed	Free Book	\$445 \$425*	Shirley Taylor
6	<b>Success Skills for Secretaries and Support Staff ***</b> Essential skills to increase your effectiveness, efficiency and enjoyment at work	Free Book	\$445 \$425*	Shirley Taylor
13	<b>Dealing with Difficult People and Situations ***</b> How to resolve tension using effective influencing skills	Free Book	\$445 \$425*	Christian Chua
14	<b>Achieving Peak Performance by Improving Your Memory</b> How to use powerful memory management techniques to improve your productivity	Free Book	\$445 \$425*	Nishant Kasibhatla
OCTOBER				
5	<b>Microsoft Office Productivity Buffet***</b> Increased productivity for people who use Microsoft Office every day	Shortcut cards	\$395 \$375*	Sharon Connolly
12	<b>Energise Your E-mail Writing Skills **</b> Make the most out of e-mail and learn to write well	Free Book	\$445 \$425*	Shirley Taylor
NOVEMBER				
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DECEMBER				
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\* This fee is applicable for 3 or more registrations from the same organisation

\*\* SDF Approved for SMEs only

\*\*\* SDF Approved for ALL companies

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