

Martin Manser

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Courses for 2017-2018

Course title	Days	Dates 2017	Dates 2018	Dates 2018	Dates 2018
Confident Written Communications	1	7 Sept	27 Feb	5 June	11 Sept
Effective Meetings	1	13 Sept	28 Feb	6 June	12 Sept
Effective Presentations	1	14 Sept	1 Mar	7 June	13 Sept
Effective Project Management for Beginners	1	19 Sept	6 Mar	19 June	18 Sept
Effective Report-Writing Skills	2			13-14 June	
Effective Time Management	1	20 Sept	7 Mar	20 June	19 Sept
How English Works	1	21 Sept	8 Mar	21 June	20 Sept