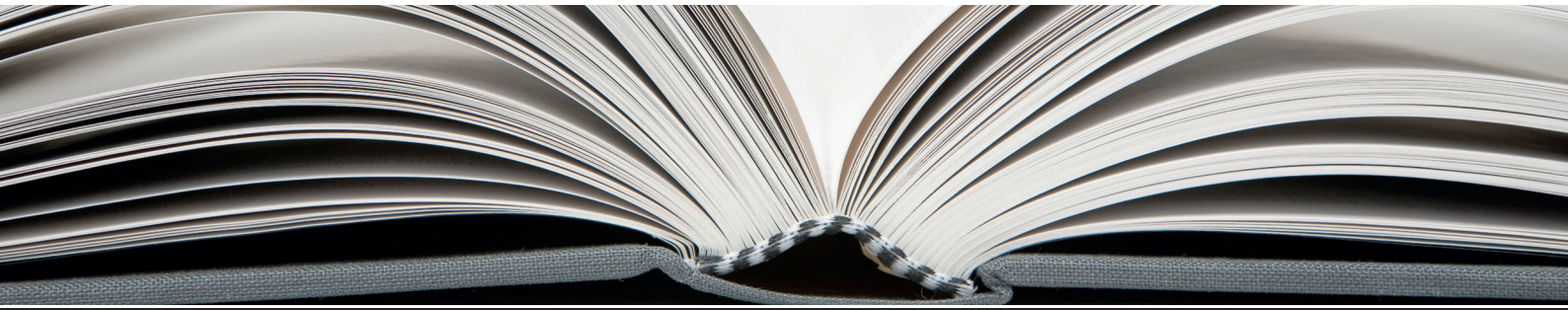


# Martin Manser

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## Courses for 2018-2019

Course title	Days	Dates 2018	Dates 2019	Dates 2019	Dates 2019
Confident Written Communications	1	11 Sept	26 Feb	4 June	10 Sept
Effective Meetings	1	12 Sept	27 Feb	5 June	11 Sept
Effective Presentations	1	13 Sept	28 Feb	6 June	12 Sept
Effective Project Management for Beginners	1	18 Sept	5 Mar	18 June	17 Sept
Effective Report-Writing Skills	2			12-13 June	
Effective Time Management	1	19 Sept	6 Mar	19 June	18 Sept
How English Works	1	20 Sept	7 Mar	20 June	19 Sept