

FEBRUARY

Minute Taking	2nd
Effective Negotiator	9th
Anger Management	16th
Enneagram you and your team	23rd

MARCH

Conflict Resolution	2nd
Time Management	9th
Managing Stress	16th
Breathe in and Speak out Presentation Skills	30th

APRIL

Effective Executive Assistant	6th
Interview Techniques	13th
Personal Productivity	20th
Motivate your employees	27th

MAY

Business Etiquette	4th
Leadership and influence	11th
Minute taking	18th
Security awareness in a nutshell	25th

JUNE

Public speaking	1st
Creative problem solving	8th
Improve your memory in a nutshell	22nd
Communication strategies	29th

JULY

Conflict resolution	6th
Interview techniques	13th
Running a successful meeting in a nutshell	20th
Dealing with difficult situations	27th



* MPS provide customised training sessions for large groups on request