



T.Byrd Training CENTER



1 Day Training Classes

\$99.99 - Includes Course Materials and LUNCH

Technology Classes (9:30 to 3:30pm, Monday, Tuesday or Wednesday's)

Pc Literacy

Ms Word

Ms Front Page

Pc Literacy 2

Ms Excel

Ms Publisher

Ms Access

Ms Power Point

Quick books

Ms Outlook

ACT

Ms Office

Professional Seminars (One 2.5 hour session) 9:30pm-12:00pm (\$59.00 each)

Pc Fundamentals for the Professional

(Internet, Contact Management, Automating your appointments)

Business Letter Writing

(Basics of writing Letters, Information & Cover letters, & more)

Public Speaking

(Parts of a speech, outline, topic, audience, delivery, organization)

Managing multiple projects

(Project organization, prioritizing your projects, time management)

Time Management

(Time tips, organizing your schedule, identify problem areas)

Money and Budget Management

(Develop a budget and learn how to track your finances)

Grant and Proposal Writing

(Learn how to create a business proposal and respond to an RFP)

Event Planning

(Learn how to plan and implement events)

Communication Skills

(Goals, effective communication tips, delivery, timing, audience)

Call 609-484-9356 to register or for more information
All classes include course materials and software!