

EXECUTIVE SECRETARIES AND P. A PROGRAMMES

ES1 Management Skills for Executive Secretaries and Personal Assistants

09 - 13 Jan / 16 - 20 Apr / 08 - 12 Oct	06 - 17 Feb / 04 - 15 Jun / 03 - 14 Dec	02 - 20 Jan / 04 - 22 Jun / 03 - 21 Dec	02 - 27 Jan / 05 - 30 Mar / 01 - 26 Oct
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ES2 Corporate IT & Qualitative Public Relations for Executive Secretaries & PAs

20 - 24 Feb / 16 - 20 Jul / 03 - 07 Dec	16 - 27 Jan / 02 - 13 Jul / 10 - 21 Sept	09 - 27 Jan / 02 - 20 Jul / 01 - 19 Oct	05 - 30 Mar / 04 - 29 Jun / 01 - 26 Oct
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ES3 Strategic Mgt Development Programme and Qualitative Customer Care

23 - 27 Jan / 26 - 30 Mar / 12 - 16 Nov	13 - 24 Feb / 09 - 27 Jul / 05 - 16 Nov	05 - 23 Mar / 02 - 20 Jul / 05 - 30 Nov	02 - 27 Apr / 02 - 27 Jul / 05 - 30 Nov
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ES4 Advanced Management Skills for Executive Secretaries & Personal Assistants

09 - 13 Apr / 16 - 20 Jul / 19 - 23 Nov	02 - 13 Apr / 06 - 17 Aug / 01 - 12 Oct	09 - 27 Jan / 02 - 20 Jul / 01 - 19 Oct	06 Feb - 02 Mar / 04 - 29 Jun / 02 - 27 Jul
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ES5 Effective Report Writing and Presentation Skills

12 - 16 Mar / 18 - 22 Jun / 08 - 12 Oct	07 - 18 May / 13 - 24 Aug / 03 - 14 Dec	07 - 25 May / 09 - 27 Jul / 01 - 19 Oct	02 - 27 Apr / 04 - 29 Jun / 05 - 30 Nov
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ES6 Management Development Programme & Public Relations for Secretaries

13 - 17 Feb / 09 - 13 Jul / 10 - 14 Dec	05 - 16 Mar / 11 - 22 Jun / 19 - 30 Nov	06 - 24 Feb / 06 - 24 Aug / 01 - 19 Oct	02 - 27 Jan / 03 - 28 Sept / 01 - 26 Oct
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ES7 Executive Personal Assistants and Senior Management Course

16 - 20 Jan / 07 - 11 May / 01 - 05 Oct	12 - 23 Mar / 06 - 17 Aug / 03 - 14 Sept	07 - 25 May / 02 - 20 Jul / 03 - 21 Dec	09 Apr - 03 May / 04 - 29 Jun / 06 - 31 Aug
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ES8 Management & Public Sector Admin Skills for Senior Secretaries & PAs

02 - 06 Apr / 23 - 27 Jul / 22 - 26 Oct	12 - 23 Mar / 11 - 22 Jun / 19 - 30 Nov	06 - 24 Feb / 02 - 20 Apr / 01 - 19 Oct	07 May - 1 Jun / 02 - 27 Jul / 05 - 30 Nov
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ES9 Diploma in Computer & Information Management Skills for PAs & Senior Secs

09 - 13 Jan / 16 - 20 Apr / 08 - 12 Oct	06 - 17 Feb / 04 - 15 Jun / 03 - 14 Dec	02 - 20 Jan / 04 - 22 Jun / 03 - 21 Dec	02 - 27 Jan / 05 - 30 Mar / 01 - 26 Oct
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ES10 Advanced Diploma in Computer & Info Mgt Skills for Executive Sec and Administrators

20 - 24 Feb / 16 - 20 Jul / 03 - 07 Dec	16 - 27 Jan / 02 - 13 Jul / 10 - 21 Sept	09 - 27 Jan / 02 - 20 Jul / 01 - 19 Oct	05 - 30 Mar / 04 - 29 Jun / 01 - 26 Oct
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ES11 Minute Writing for Executive Secretaries and Personal Assistants

13 - 17 Feb / 09 - 13 Jul / 10 - 14 Dec	06 - 17 Feb / 04 - 15 Jun / 03 - 14 Dec	02 - 20 Jan / 04 - 22 Jun / 03 - 21 Dec	02 - 27 Jan / 05 - 30 Mar / 01 - 26 Oct
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