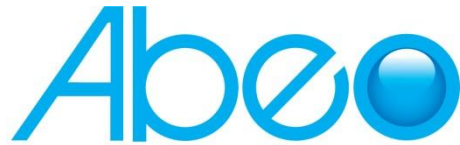


# Professionalism at Work

## *Critical Skills for Success*



Organisational Development Solutions

*Changing Business Paradigms one organisation at a time*

No matter what your job or position is you can always display professionalism at work. The elements of professionalism are the same whether you are the President of a company, an Administrative Assistant, or a Factory Worker.

In celebration of Administrative Professionals week, **Abeo Organizational Development Solutions**, in conjunction with a Certified Image Consultant, is offering the interactive Programme *Professionalism at Work*.

We will visit your workplace (or venue of your choice) and treat your staff to a fun 75 minute presentation covering these key subject areas:

- ⇒ Communication
- ⇒ Business etiquette
- ⇒ Putting your best face forward
- ⇒ Professional levels of dress

Bookings are available from April 19<sup>th</sup> - 23<sup>rd</sup> 2010 inclusive

*All attendees will receive a personal gift*

**COST** - \$2500TT for up to 20 persons; negotiable rates for larger groups

*Call 645 9747 or 361 2230 today to make a booking*



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