

# Know Libya Training - Open Public Courses

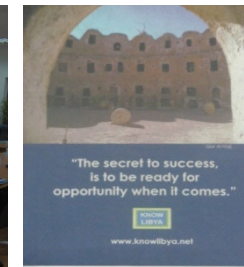
Training schedule: March - April 2010

	Course Title	Dates
1	Effective Business English E-mail & Letter Writing (E)	17-18 March
2	Professional Telephone Skills (E/A)	23 March
3	Cultural Awareness for Expatriates in Libya ( E ) (9-5)	27 March
4	Developing Effective Secretarial Skills (E/A)	30-31 March
5	Workplace – Health & Safety Essentials (E/A)	4-5 April
6	Communication and Interpersonal Skills (E/A)	7-8 April
7	Customer Service Essentials (E/A)	13 April

	Course Title	Dates
8	Professional Presentations in English (E)	14-15 April
9	Improving Commercial Awareness (E/A)	17 April
10	Working Effectively in International Organisations (E)	18-19 April
11	Cultural Awareness for Expatriates in Libya (E) (9-5)	22 April
12	CV & Interview Skills for Job Applicants (E/A)	24 April
13	Developing a Professional Approach to Training (E/A)	26-27 April
14	Food Safety Essentials for Food Handlers (E/A)	29 April

- ✓ Courses are delivered in English (E) plus some courses with Arabic (E/A) language support.
- ✓ Full day training: 8.30 a.m. – 4.30 p.m.
- ✓ Inclusive of training materials and refreshments.
- ✓ Open to individuals and company employees.
- ✓ Also exclusively for your group min. 8 people.

Please contact us for further information.



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