

COHEN & KLEIN CONSULTING, INC.

Main Office:

8362 Pines Boulevard, Ste. 289, Pembroke Pines, FL 33024

Telephone: 954-731-6340 / Fax: 954-731-6606

Wall Street Office:

30 Wall Street, 8th Floor, New York, New York 10005-2205

Telephone: 212-709-8026 / Fax: 212-943-2300

Website: **www.cohenandklein.com**; Email: **collect@gate.net**

TECHNICAL WRITING & BUSINESS COMMUNICATION COURSES

The most comprehensive training programs to improve efficiency and increase productivity.

The most practical and comprehensive training in an interactive classroom setting.

No.	CK	Duration	Course Name
1.	5700	4 days	Business Communication Management and Office Writing Management
2.	5700B	4 days	Advanced Business Communication Management and Office Writing Management
3.	6152	4 days	Business Writing and Communication Management
4.	6174	4 days	Technical Writing Procedures for Public and Private Sector Organizations
5.	6174A	4 days	Technical Writing Procedures for Utility Corporations
6.	6174L	4 days	Technical Writing Procedures for Law Enforcement Officers
7.	6296	4 days	Report-Writing and Negotiation Management Procedures
8.	6356	4 days	Political Communication Management
9.	6364	4 days	Public Relations and Communication Management
10.	6381	4 days	Government Staff (Employees) Leadership and Communications Management
11.	6382	4 days	Government Staff (Employees) Customer Service and Communication Management
12.	6381	4 days	Government Staff (Employees) Leadership and Communications Management
13.	6382	4 days	Government Staff (Employees) Customer Service and Communication Management

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