

# COHEN & KLEIN CONSULTING, INC.

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## OFFICE MANAGEMENT PROCEDURES 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.	6376	4 days	Office Management Procedures
2.	2000	4 days	Supervisory Management Techniques for Public and Private Sector Corporations
3.	2000A	4 days	Supervisory Management Techniques for Utility Corporations
4.	2000B	4 days	Advanced Supervisory Management Techniques
5.	2000G	4 days	Supervisory Management Techniques for Government and Statutory Corporations
6.	2001	4 days	Supervisory Management Techniques for Hotel and Hospitality Industries
7.	2002	4 days	Stress and Time Management Techniques for Managers and Supervisors
8.	2003	4 days	Leadership and Communication Management
9.	2003B	4 days	Advanced Leadership and Communication Management
10.	2003G	4 days	Leadership and Communication Management for Government and Statutory Corporations
11.	2003L	4 days	Leadership and Communication Management for Law Enforcement Officers
12.	2004	4 days	Coaching and Mentoring Management
13.	2004B	4 days	Advanced Coaching and Mentoring Management
14.	2008	4 days	Organizational and Cultural Diversity Management for Organizations When

No.	CK	Duration	Course Name
			Downsizing or Merged
15.	2009	4 days	Management Strategies and Techniques for Managers and Supervisors
16.	2009B	4 days	Advanced Management Strategies and Techniques for Managers and Supervisors
17.	2100	4 days	Project Management Procedures
18.	2100B	4 days	Advanced Project Management Procedures
19.	2600	4 days	Team-Building and Empowerment Techniques for Team Leaders and Supervisors
20.	2700	4 days	Administrative Assistant Procedures for Clerical Staff (This course is same as CK 6134)
21.	2600	4 days	Team-Building and Empowerment Techniques for Team Leaders and Supervisors
22.	3200	4 days	Crisis Management Procedures and Supervision
23.	3200A	4 days	Crisis Management Procedures for Utility Corporations
24.	3200B	4 days	Advanced Crisis Management Procedures
25.	3300	4 days	Payment and Securities Settlement
26.	3400	4 days	Grooming and Self-Image Improvement Procedures
27.	6129	4 days	Staff Morale and Change Management Procedures
28.	6130	4 days	Goal-Setting and Time Management Procedures
29.	6132	4 days	Information Security Policy Management
30.	6133	4 days	Succession Planning and Leadership Management
31.	6134	4 days	Executive Assistant Management
32.	6143B	4 days	Advanced Executive Assistant Management
33.	6149	4 days	Team Building and Empowerment Techniques
34.	6152	4 days	Business Writing and Communication Management
35.	6156	4 days	Conflict Resolution Management Procedures
36.	6156B	4 days	Advanced Conflict Resolution Management Procedures
37.	6156G	4 days	Conflict Resolution Management Procedures for Government and Statutory

No.	CK	Duration	Course Name
			Corporations
38.	6161	4 days	Business Operations Management
39.	6161	4 days	Business Operations Management
40.	6217	4 days	Employee Assistance Management Procedures
41.	6228	4 days	Critical Thinking and Analytical Skills Procedures
42.	6376	4 days	Office Management Operations Procedures
43.			
44.			
45.			
46.			

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