Substitutions/Cancellations/Reschedules: Substitutions are free and must be done prior to the start of the class or program. Cancellations or rescheduling must be received in writing and full refunds will be given up to four business days prior to the start of class. Any cancellation or reschedule submitted with three or less business days’ notice is subject to a $35 charge on 1- or 2-day classes, and a $75 charge on Certificate programs. No refunds after the first day of the class or program.

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Increasing Influence for Project Managers
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