

BUSINESS MANAGEMENT SEMINARS		
MARKETING & SALES:		
Proactive Sales & Marketing	1 day (9am-5pm)	Jan 29 Mar 11 May 14 Jul 4 Sep 10 Nov 21
Digital Marketing Plan	1 day (9am-5pm)	Feb 13 Apr 3 Jun 5 Aug 28 Oct 16 Dec 11
Social Media & Content Management	1 day (9am-5pm)	Mar 20 May 16 Jul 18 Sep 26 Nov 20
Sales Probing, Negotiations & Closing	1 day (9am-5pm)	Feb 6 Apr 2 Jun 19 Aug 1 Oct 17 Dec 10
Sale Presentation & Pitching	1 day (9am-5pm)	Mar 25 Jun 11 Oct 29
Telemarketing	2 days (9am-5pm)	Apr 24-25 Aug 5-6 Dec 2-3
Sales Management	2 days (9am-5pm)	Feb 21-22 Jun 4-5 Sep 18-19
Customer Service Excellence	1 day (9am-5pm)	Jan 16 Mar 27 May 30 Jul 10 Sep 26 Nov 25
Customer Complaint Handling	1 day (9am-5pm)	Feb 7 Apr 6 Jun 18 Aug 22 Oct 3 Dec 5
FINANCE:		
Accounting for Non-Accountants	2 days (9am-5pm)	Jan 29-30 Mar 19-20 May 8-9 Jul 17-18 Sep 12-13 Nov 12-13
Effective Taxation & BIR Compliance	2 days (9am-5pm)	Mar 14-15 Jun 20-21 Sep 26-27 Dec 5-6
Bookkeeping	2 days (9am-5pm)	Apr 3-4 Aug 27-28 Dec 10-11
Payroll & Benefits Administration	2 days (9am-5pm)	Feb 20-21 May 2-3 Jun 26-27 Aug 14-15 Oct 9-10 Dec 3-4
MANAGEMENT:		
Business Operations Management	1 day (9am-5pm)	Feb 2 May 29 Aug 10 Nov 16
Project Management	2 days (9am-5pm)	Feb 8-9 May 15-16 Sep 23-24 Nov 4-5
Professional Events	2 days (9am-5pm)	Mar 5-6 Jul 16-17 Nov 26-27
Leadership for Managers	2 days (9am-5pm)	Jan 30-31 Apr 25-26 Jul 23-24 Oct 21-22
Leadership for Supervisors	1 day (9am-5pm)	Jan 16 Mar 9 May 23 Jul 31 Sep 19 Nov 6
Leadership for Millennials	2 days (9am-5pm)	March 6-7 May 21-22 Aug 7-8 Nov 26-27
Coaching Skills	1 day (9am-5pm)	Feb 22 Apr 5 Jun 18 Aug 13 Oct 31
Successful Delegating	1 day (9am-5pm)	Feb 21 May 8 Jul 19 Oct 1 Dec 7
Transformational Leadership Communication and Public Speaking (signature)	2 days (9am-5pm)	Apr 10-11 Jul 15-16 Oct 14-15 Dec 12-13
PROFESSIONAL OFFICE ADMINISTRATION SERIES:		
Office Administration Fundamentals	1 day (9am-5pm)	Jan 17 Mar 7 Apr 13 Jun 13 Aug 1 Sep 7 Oct 10 Nov 14
Office Facilities Management	1 day (9am-5pm)	Jan 24 Mar 14 May 4 Jun 20 Aug 8 Sep 14 Oct 17 Nov 21
Office Inventory & Supplies	1 day (9am-5pm)	Jan 31 Mar 21 May 11 Jun 27 Aug 15 Sep 21 Oct 24 Nov 28
Office Logistics, Transport, Travel	1 day (9am-5pm)	Feb 7 Mar 28 May 25 Jul 4 Aug 22 Sep 28 Oct 31 Dec 5
Office Files & Records Management	1 day (9am-5pm)	Feb 14 Apr 4 Jun 1 Jul 11 Aug 29 Oct 5 Nov 7 Dec 12
ADMINISTRATIVE SKILLS:		
Executive Assistant Training	2 days (9am-5pm)	Jan 22-23 Mar 12-13 May 14-15 Jul 24-25 Sep 4-5 Nov 19-20
Business Writing & Online Etiquette	1 day (9am-5pm)	Feb 1 May 14 Jul 30 Sep 24 Nov 11
Maximizing Microsoft Excel for Basic & Intermediate Users (new)	2 days (9am-5pm)	Jun 10-11 Sept 20-21 Dec 2-3, 2019
Mastering Microsoft Excel for Advanced Users (new)	2 days (9am-5pm)	July 22-23 Oct 28-29 Nov 8-9
HUMAN RESOURCE MANAGEMENT SEMINARS & EVENTS		
HR EDPACK:		
Fundamentals of HR Management	1 day (9am-5pm)	Jan 21 Feb 6 Mar 25 Apr 10 May 27 Jun 19 Jul 8 Sep 9 Oct 2 Nov 11
Recruitment Management	1 day (9am-5pm)	Jan 22 Feb 13 Mar 26 Apr 17 May 28 Jun 26 Jul 9 Sep 10 Oct 9 Nov 12
Training Program Development	1 day (9am-5pm)	Jan 23 Feb 20 Mar 27 Apr 24 May 31 Jul 10 Jul 31 Sep 11 Oct 16 Nov 13
Performance Management System	1 day (9am-5pm)	Jan 24 Mar 6 Mar 28 May 8 May 30 Jul 11 Aug 7 Sep 12 Oct 23 Nov 14
Compensation & Benefits Mgmt	1 day (9am-5pm)	Jan 25 Mar 13 Mar 29 May 15 May 29 Jul 12 Aug 14 Sep 13 Oct 30 Nov 15
HR INTENSIVE:		
Labor Law: Code & Practice	2 days (9am-5pm)	Jan 17-18 Mar 13-14 May 9-10 Jul 25-26 Sep 19-20 Nov 28-29
Employee Discipline & DOLE Compliance	2 days (9am-5pm)	Feb 14-15 Apr 11-12 Jun 13-14 Aug 22-23 Oct 24-25
Grievance Handling & Conflict Mgmt	2 days (9am-5pm)	Mar 7-8 Jul 4-5 Nov 7-8
Co. Policy Making & Implementation	2 days (9am-5pm)	May 10-11 Aug 9-10 Nov 28-29
Professional HR Operations	2 days (9am-5pm)	Mar 15-16 May 3-4 Jul 5-6 Oct 18-19 Dec 13-14
Job Evaluation & Pay Structure Design	2 days (9am-5pm)	Feb 22-23 May 24-25 Jul 19-20 Sep 6-7 Dec 6-7
Incentives, Merit & Rewards	2 days (9am-5pm)	Feb 1-2 Jun 28-29
Employee Promotion & Career Plan	2 days (9am-5pm)	Apr 5-6 Aug 30-31
Organizational Development	2 days (9am-5pm)	Feb 8-9 Jun 28-29 Aug 23-24 Oct 25-26
Talent Management	2 days (9am-5pm)	Jun 14-15 Oct 4-5
Competency Interview & Assessment	2 days (9am-5pm)	Jun 21-22 Aug 16-17 Nov 22-23
Trainers Training Program	2 days (9am-5pm)	Apr 22-23 Jun 7-8 Sep 5-6 Nov 22-23
Training Module Instruction Design	2 days (9am-5pm)	Mar 8-9 Aug 2-3 Oct 11-12
Digital Recruitment	2 days (9am-5pm)	May 29-30 Jul 8-9 Oct 28-29
Competency-Based HR	2 days (9am-5pm)	Jan 18-19 Apr 12-13 July 25-26 Sep 27-28
HR CLUB EVENTS:		
HR Meet - Up	Half-day (2pm-5pm)	Jun 20 Aug 16 Oct 26

Note: Schedule is subject to change without prior notice. Please contact us to register and confirm. (Updated as of 10/08/2019)

FOREX SEMINARS & EVENTS												
Forex Orient	2 hrs (2-4pm)	Jan 12	Feb 23	Mar 16	Apr 27	May 11	Jun 15	Jul 13	Aug 17	Sep 21	Oct 12	Nov 9
FX Navigation	2 hrs (10am-12nn)	Jan 18	Mar 5	Mar 22	May 3	May 21	Jun 21	Jul 23	Aug 23	Sep 27	Nov 15	
FX Analysis Triangle	4 hrs (1:30-5:30pm)	Jan 18	Mar 5	Mar 22	May 3	May 21	Jun 21	Jul 23	Aug 23	Sep 27	Nov 15	
FX Market Sentiment	4 hrs (8:30-12:30pm)	Jan 25	Mar 8	Mar 26	May 10	May 28	Jun 28	Jul 26	Aug 30	Oct 4	Nov 19	
FX Fundamentals	4 hrs (8:30-12:30pm)	Feb 1	Mar 12	Mar 29	May 17	Jun 4	Jul 5	Jul 30	Sep 6	Oct 11	Nov 22	
FX Price Action Analysis	4 hrs (8:30-12:30pm)	Feb 12	Mar 15	Apr 2	May 24	Jun 11	Jul 12	Aug 2	Sep 13	Oct 18	Nov 26	
FX Mark's 3-Step System	4 hrs (8:30-12:30pm)	Feb 15	Mar 19	Apr 5	May 31	Jun 18	Jul 19	Aug 6	Sep 20	Oct 25	Nov 29	
Mark So's Unlitrader	4 hrs (8:30-12:30pm)	Apr 23	Aug 9	Dec 6								
Full Forex Seminar Batches	Please note time schedule as shown above	Batch 1: Jan 12, 18, 25, Feb 1, 12, 15 Batch 2: Feb 23, Mar 5, 8, 12, 15, 19 Batch 3: Mar 16, 22, 26 29, Apr 2, 5 Batch 4: Apr 27, May 3, 10, 17, 24, 31 Batch 5: May 11, 21, 28, Jun 4, 11, 18 Batch 6: Jun 15, 21, 28, Jul 5, 12, 19 Batch 7: Jul 13, 23, 26, 30, Aug 2, 6 Batch 8: Aug 17, 23, 30, Sep 6, 13, 20 Batch 9: Sep 21, 27, Oct 4, 11, 18, 25 Batch 10: Oct 12 (or Nov 9), 15, 19, 22, 26, 29 Bonus Unlitrader: Apr 23, Aug 9, Dec 6										

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