

BUSINESS MANAGEMENT SEMINARS		
<b>MARKETING &amp; SALES:</b>		
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
<b>FINANCE:</b>		
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
<b>MANAGEMENT:</b>		
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
<b>PROFESSIONAL OFFICE ADMINISTRATION SERIES:</b>		
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
<b>ADMINISTRATIVE SKILLS:</b>		
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		
<b>HR EDPACK:</b>		
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
<b>HR INTENSIVE:</b>		
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
<b>HR CLUB EVENTS:</b>		
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)

<b>FOREX SEMINARS &amp; EVENTS</b>		
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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