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- Live & Recorded Webinars
- Public Seminars
- Certificate Programs
- Group Bookings
- Clubs & Community Support
- Virtual Office Service
- Office & Staff House Rentals



FINANCE ZOOM WEBINARS				
FINANCE:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Accounting for Non-Accountants	2x4hrs	Jan 19-20 (AM)   Apr 13-14 (AM)   Jul 13-14 (PM)   Oct 5-6 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Effective Taxation & BIR Compliance	2x4hrs	Feb 2-3 (AM)   May 4-5 (AM)   Aug 10-11 (AM)   Oct 26-27 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Payroll & Benefits Administration	2x4hrs	Mar 23-24 (PM)   Jun 15-16 (PM)   Sep 14-15 (AM)   Nov 16-17 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Global Trading	1x4hrs	Jan 16   Feb 20   Mar 20   Apr 17   May 15   Jun 19   Jul 17   Aug 14   Sep 11   Oct 9   Nov 13   Dec 11	N/A	Php 4,500 +VAT

HUMAN RESOURCE MANAGEMENT ZOOM WEBINARS				
HR EDPACK:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Fundamentals of HR Management	1x4hrs	Jan 12 (PM)   Mar 8 (PM)   Apr 6 (PM)   May11 (PM)   Jun 15 (AM)   Jul 26 (PM)   Aug 17 (PM)   Sep 21 (AM)   Oct 26 (AM)   Dec 2 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Recruitment Management	1x4hrs	Jan 19 (PM)   Mar 9 (PM)   Apr 13 (PM)   May 18 (PM)   Jun 22 (AM)   Jul 27 (PM)   Aug 24 (PM)   Sep 28 (AM)   Nov 9 (AM)   Dec 3 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Training Program Development	1x4hrs	Jan 26 (PM)   Mar 10 (PM)   Apr 20 (PM)   May 25 (PM)   Jun 29 (AM)   Jul 28 (PM)   Aug 31 (PM)   Oct 5 (AM)   Nov 16 (AM)   Dec 7 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Performance Management System	1x4hrs	Feb 2 (PM)   Mar 11 (PM)   Apr 27 (PM)   Jun 1 (PM)   Jul 6 (AM)   Jul 29 (PM)   Sep 7 (PM)   Oct 12 (AM)   Nov 23 (AM)   Dec 14 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Compensation & Benefits Mgmt.	1x4hrs	Feb 9 (PM)   Mar 12 (PM)   May 4 (PM)   Jun 8 (PM)   Jul 13 (AM)   Jul 30 (PM)   Sep 14 (PM)   Oct 19 (AM)   Dec 16 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
HR INTENSIVE:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Labor Law: Code & Practice	2x4hrs	Jan 28-29 (PM)   Mar 2-3 (AM)   May 6-7 (AM)   Jul 6-7 (PM)   Sep 2-3 (AM)   Nov 11-12 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Employee Discipline	2x4hrs	Feb 10-11 (PM)   Apr 15-16 (PM)   Jun 3-4 (PM)   Aug 3-4 (AM)   Oct 7-8 (PM)   Dec 9-10 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Grievance Handling & Conflict Mgmt.	2x4hrs	Jun 10-11 (PM)   Oct 27-28 (AM)	Php 8,500 + VAT	Php 3,900 + VAT
Co. Policy Making	2x4hrs	Feb 4-5 (PM)   May 20-21 (PM)   Aug 19-20 (PM)   Nov 25-26 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Professional HR Operations	2x4hrs	Feb 18-19 (PM)   May 6-7 (PM)   Aug 26-27 (PM)   Nov 18-19 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Job Evaluation & Pay Structure	2x4hrs	Feb 23-24 (AM)   Jun 17-18 (PM)   Sep 23-24 (AM)   Nov 4-5 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Employee Incentive & Rewards	2x4hrs	Jun 24-25 (PM)   Oct 21-22 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Organizational Development	2x4hrs	Jan 21-22 (PM)   Apr 22-23 (PM)   Oct 12-13 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Talent Management & Retention	2x4hrs	Mar 2-3 (PM)   Jul 22-23 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Competency Interview & Assessment	2x4hrs	Mar 18-19 (PM)   Aug 10-11 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Digital Recruitment	2x4hrs	Mar 25-26 (PM)   May 25-26 (AM)   Jul 15-16 (PM)   Sep 9-10 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Competency-Based HR Management	2x4hrs	Mar 23-24 (AM)   Sep 16-17 (PM)	Php 8,500 + VAT	Php 3,900 + VAT

Note: Schedule is subject to change without prior notice. Registration required.

Can't find a schedule that works for you? We also offer group bookings or webinar recordings for select courses.

<b>BUSINESS MANAGEMENT ZOOM WEBINARS</b>				
<b>MARKETING &amp; SALES:</b>	<b>SESSION</b>	<b>AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm</b>	<b>SEMINAR + WEBINAR</b>	<b>WEBINAR ONLY</b>
Proactive Sales & Marketing	1x4hrs	Jan 13 (PM)   Mar 5 (PM)   May 5 (PM)   Jul 7 (AM)   Sep 2 (PM)   Nov 10 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Digital Marketing Plan	1x4hrs	Jan 27 (PM)   Mar 17 (PM)   May 19 (PM)   Jul 21 (PM)   Sep 15 (PM)   Nov 24 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Social Media Marketing	1x4hrs	Feb 26 (PM)   Apr 21 (PM)   Jun 10 (AM)   Aug 19 (AM)   Oct 14 (AM)   Dec 15 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Sales Probing, Negotiations & Closing	1x4hrs	Feb 4 (AM)   Apr 7 (AM)   Jun 3 (AM)   Aug 6 (PM)   Oct 6 (AM)   Dec 1 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Customer Service Excellence	1x4hrs	Jan 26 (AM)   Mar 16 (PM)   May 12 (PM)   Jul 21 (AM)   Sep 8 (PM)   Nov 3 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Customer Complaint Handling	1x4hrs	Feb 18 (AM)   Apr 14 (PM)   Jun 9 (PM)   Aug 25 (PM)   Oct 21 (AM)   Dec 14 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
<b>LEADERSHIP &amp; MANAGEMENT:</b>	<b>SESSION</b>	<b>AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm</b>	<b>SEMINAR + WEBINAR</b>	<b>WEBINAR ONLY</b>
Leadership for Managers	2x4hrs	Apr 29-30 (PM)   Jun 16-17 (AM)   Sep 16-17 (AM)   Dec 15-16 (AM)	Php 8,500 + VAT	Php 3,900 + VAT
Project Management	2x4hrs	Feb 16-17 (PM)   Apr 15-16 (AM)   Jun 8-9 (AM)   Sep 9-10 (AM)   Nov 18-19 (AM)	Php 8,500 + VAT	Php 3,900 + VAT
Business Operations Management	1x4hrs	Jan 14 (AM)   Apr 28 (PM)   Jul 1 (PM)   Oct 8 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Managing Telecommuters	1x4hrs	Jan 21 (AM)   Apr 21 (AM)   Jul 15 (AM)   Sep 28 (PM)   Nov 10 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Problem Solving & Decision Making	2x4hrs	Mar 9-10 (AM)   Jun 22-23 (PM)   Sep 29-30 (PM)   Nov 23-24 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Transformational Leadership Comm.	2x4hrs	Feb 23-24 (PM)   May 11-12 (AM)   Aug 3-4 (PM)   Oct 19-20 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Time, Productivity & Stress Mgmt	1x4hrs	Apr 8 (AM)   Jul 22 (AM)   Oct 20 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
<b>LEADERSHIP FOR SUPERVISORS:</b>	<b>SESSION</b>	<b>AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm</b>	<b>SEMINAR + WEBINAR</b>	<b>WEBINAR ONLY</b>
Supervisory Leadership	1x4hrs	Jan 20 (PM)   Feb 9 (AM)   Apr 6 (AM)   May 26 (PM)   Jul 14 (AM)   Aug 17 (AM)   Oct 13 (AM)   Nov 17 (AM)   Dec 9 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Self-Leadership	1x4hrs	Mar 18 (AM)   Jun 2 (PM)   Sep 3 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Successful Delegating	1x4hrs	Jan 28 (AM)   Apr 20 (AM)   Jul 1 (AM)   Oct 7 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Coaching Skills	1x4hrs	Feb 3 (PM)   May 20 (AM)   Aug 31 (AM)   Nov 11 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Leadership Communication Skills	1x4hrs	Mar 11 (AM)   Jun 23 (AM)   Sep 22 (AM)   Nov 9 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
<b>PROFESSIONAL OFFICE ADMIN:</b>	<b>SESSION</b>	<b>AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm</b>	<b>SEMINAR + WEBINAR</b>	<b>WEBINAR ONLY</b>
Office Administration Fundamentals	1x4hrs	Jan 15 (AM)   Feb 26 (AM)   Apr 26 (AM)   May 14 (AM)   Jun 18 (AM)   Aug 6 (AM)   Sep 20 (PM)   Oct 15 (AM)   Dec 3 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Office Inventory & Supplies	1x4hrs	Jan 22 (AM)   Mar 5 (AM)   Apr 27 (AM)   May 21 (AM)   Jun 25 (PM)   Aug 13 (AM)   Sep 21 (PM)   Oct 22 (AM)   Dec 7 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Office Facilities Management	1x4hrs	Jan 29 (AM)   Mar 12 (AM)   Apr 28 (AM)   May 28 (AM)   Jul 9 (AM)   Aug 20 (AM)   Sep 22 (PM)   Oct 29 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Office Files & Records Management	1x4hrs	Feb 5 (AM)   Mar 19 (PM)   Apr 29 (AM)   Jun 4 (AM)   Jul 16 (AM)   Aug 27 (AM)   Sep 23 (PM)   Nov 5 (AM)   Dec 10 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Office Logistics, Transport, Travel	1x4hrs	Feb 19 (AM)   Mar 26 (AM)   Apr 30 (AM)   Jun 11 (AM)   Jul 23 (AM)   Sep 24 (PM)   Nov 12 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
<b>ADMINISTRATIVE SKILLS:</b>	<b>SESSION</b>	<b>AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm</b>	<b>SEMINAR + WEBINAR</b>	<b>WEBINAR ONLY</b>
Business Writing & Online Etiquette	1x4hrs	Jan 27 (AM)   Mar 25 (AM)   May 14 (PM)   Jul 8 (AM)   Sep 29 (AM)   Nov 4 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Executive Assistant Training	2x4hrs	Jan 12-13 (AM)   Apr 7-8 (PM)   Jun 1-2 (AM)   Sep 7-8 (AM)   Dec 1-2 (AM)	Php 8,500 + VAT	Php 3,900 + VAT
Freelance Virtual Assistant Workshop	2x4hrs	Mar 16-17 (AM)   May 27-28 (PM)   Jul 29-30 (AM)   Oct 28-29 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Excel Basics & Intermediate	2x4hrs	Jan 14-15 (PM)   Apr 22-23 (AM)   Jul 27-28 (AM)   Oct 14-15 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Excel Advanced	2x4hrs	Feb 16-17 (AM)   May 18-19 (AM)   Aug 24-25 (AM)   Nov 25-26 (AM)	Php 8,500 + VAT	Php 3,900 + VAT
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