

Accredited Learning Provider:
Civil Service Commission
PHILGEPS & PRC

We offer:

- 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 3,800 + 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 3,800 + 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 3,800 + 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 3,800 + 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 3,800 + VAT
Grievance Handling & Conflict Mgmt.	2x4hrs	Jun 10-11 (PM) Oct 27-28 (AM)	Php 8,500 + VAT	Php 3,800 + 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 3,800 + 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 3,800 + 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 3,800 + VAT
Employee Incentive & Rewards	2x4hrs	Jun 24-25 (PM) Oct 21-22 (PM)	Php 8,500 + VAT	Php 3,800 + VAT
Organizational Development	2x4hrs	Jan 21-22 (PM) Apr 22-23 (PM) Jul 8-9 (PM) Oct 12-13 (PM)	Php 8,500 + VAT	Php 3,800 + VAT
Talent Management & Retention	2x4hrs	Mar 2-3 (PM) Jul 22-23 (PM)	Php 8,500 + VAT	Php 3,800 + VAT
Competency Interview & Assessment	2x4hrs	Mar 18-19 (PM) Aug 10-11 (PM)	Php 8,500 + VAT	Php 3,800 + 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 3,800 + VAT
Competency-Based HR Management	2x4hrs	Mar 23-24 (AM) Sep 16-17 (PM)	Php 8,500 + VAT	Php 3,800 + 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.

BUSINESS MANAGEMENT ZOOM WEBINARS				
MARKETING & SALES:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEMINAR + WEBINAR	WEBINAR ONLY
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
LEADERSHIP & MANAGEMENT:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEMINAR + WEBINAR	WEBINAR ONLY
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 3,800 + 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 3,800 + 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 3,800 + VAT
Time, Productivity & Stress Mgmt	1x4hrs	Apr 8 (AM) Jul 22 (AM) Oct 20 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
LEADERSHIP FOR SUPERVISORS:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEMINAR + WEBINAR	WEBINAR ONLY
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
PROFESSIONAL OFFICE ADMIN:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEMINAR + WEBINAR	WEBINAR ONLY
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 (AM) 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 (AM) 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
ADMINISTRATIVE SKILLS:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEMINAR + WEBINAR	WEBINAR ONLY
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 3,800 + VAT
Prof. 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 3,800 + 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 3,800 + 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 3,800 + VAT

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