

SEMINAR EVENT	DAYS	JANUARY TO DECEMBER 2018										
<b>FOREX SEMINARS &amp; EVENTS</b>												
Forex Orient: Is Forex Trading for You?	2 hrs	Jan 13	Feb 10	Mar 17	Apr 14	May 26	Jun 30	Jul 28	Aug 18	Sep 15	Oct 6	Nov 10
Forex Platform Navigation	2 hrs	Jan 23	Feb 15	Mar 27	May 4	Jun 5	Jul 6	Aug 10	Aug 28	Oct 12	Nov 15	
FX Analysis Triangle (formerly Fortune Forex)	4 hrs	Jan 23	Feb 15	Mar 27	May 4	Jun 5	Jul 6	Aug 10	Aug 28	Oct 12	Nov 15	
FX Market Sentiment Analysis (formerly CFTC1)	4 hrs	Jan 30	Mar 2	Apr 3	May 11	Jun 19	Jul 13	Aug 17	Sep 4	Oct 19	Nov 22	
FX Fundamental Analysis (formerly CFTC2)	4 hrs	Feb 6	Mar 9	Apr 10	May 18	Jun 26	Jul 20	Aug 24	Sep 11	Oct 26	Nov 29	
FX Price Action Analysis (formerly CFTC3)	4 hrs	Feb 13	Mar 16	Apr 17	May 25	Jul 3	Jul 27	Aug 31	Sep 18	Nov 9	Dec 6	
Mark So's 3-Step Trading Full Workshop (formerly CFTC4)	4 hrs	Feb 20	Mar 23	Apr 27	Jun 1	Jul 10	Aug 3	Sep 7	Sep 25	Nov 16	Dec 13	
Mark So's Unlitrader	4 hrs	Apr 5	Jul 31	Sep 28	Dec 14							
FULL FOREX PROGRAM	28hrs	Batch 1: Jan 13, 23, 30, Feb 6, 13, 20 Batch 2: Feb 10, 15, Mar 2, 9, 16, 23 Batch 3: Mar 17, 27, Apr 3, 10, 17, 27 Batch 4: Apr 21, May 4, 11, 18, 25, Jun 1 Batch 5: May 26, Jun 5, 19, 26, Jul 3, 10					Batch 6: Jun 30, Jul 6, 13, 20, 27, Aug 3 Batch 7: Jul 28, Aug 10, 17, 24, 31, Sep 7 Batch 8: Aug 18, 28, Sep 4, 11, 18, 25 Batch 9: Oct 6, 12, 19, 26, Nov 9, 16, Batch 10: Nov 10, 15, 22, 29, Dec 6, 13					
<b>BUSINESS MANAGEMENT SEMINARS</b>												
<b>MARKETING &amp; SALES:</b>												
Proactive Sales & Marketing	1d	Jan 16	Mar 20	May 15	Jul 17	Sep 20	Nov 20					
Digital Marketing Plan	1d	Feb 1	Apr 11	Jun 13	Aug 1	Oct 11	Dec 4					
Sales Probing, Negotiations & Closing	1d	Feb 13	Apr 25	Jun 6	Aug 30	Oct 25	Dec 11					
Sale Presentation & Pitching	1d	Mar 1	May 22	Jul 25	Nov 29							
Telemarketing	2d	Apr 3-4	Jun 26-27	Aug 29-30	Oct 2-3							
Sales Management	2d	Mar 9-10	May 16-17	Jul 13-14	Sept 11-12	Nov 6-7						
Customer Service Excellence	1d	Jan 25	Mar 20	May 3	Jul 26	Sep 6	Nov 8					
Customer Conflict Resolution	1d	Feb 1	Apr 4	Jun 7	Aug 14	Oct 3	Dec 13					
<b>FINANCE:</b>												
Accounting for Non-Accountants	2d	Jan 19-20	Mar 6-7	May 25-26	Jul 10-11	Sep 25-26	Nov 6-7					
Effective Taxation & BIR Compliance	2d	Feb 2-3	Jun 8-9	Aug 24-25	Nov 9-10							
Bookkeeping	2d	Feb 27-28	Jun 22-23	Oct 29-30								
Payroll & Benefits Administration	2d	Jan 30-31	Mar 21-22	May 2-3	Jun 27-28	Aug 1-2	Oct 23-24	Nov 12-13				
<b>LEADERSHIP &amp; MANAGEMENT:</b>												
Business Operations Management	1d	Mar 6	May 15	Jul 5	Oct 23							
Project Management	2d	Feb 27-28	Apr 18-19	Jun 20-21	Aug 14-15	Oct 17-18						
Professional Events Management and Marketing	2d	June 13-14	Sept 7-8									
Leadership for Managers	2d	Jan 22-23	Apr 10-11	Jun 5-6	Aug 7-8	Oct 9-10						
Leadership for Supervisors	1d	Jan 18	Mar 1	May 10	Jul 5	Sep 21	Nov 8					
Coaching Skills for the Workplace	1d	May 19	Jul 7	Sep 12	Dec 15							
<b>ADMINISTRATIVE SKILLS SEMINARS</b>												
<b>PROFESSIONAL OFFICE ADMINISTRATION SERIES</b>												
Office Administration Fundamentals	1d	Jan 17	Mar 8	May 17	Jul 12	Sep 13	Nov 14					
Office Facilities Management	1d	Jan 24	Mar 15	May 24	Jul 19	Sep 20	Nov 21					
Office Inventory & Supplies	1d	Jan 31	Mar 22	May 31	Jul 26	Sep 27	Nov 28					
Office Logistics, Transport, Travel	1d	Feb 7	Apr 5	Jun 7	Aug 2	Oct 4	Dec 5					
Office Files & Records Management	1d	Feb 14	Apr 12	Jun 14	Aug 9	Oct 11	Dec 12					
<b>ADMINISTRATIVE SKILLS:</b>												
Executive Assistant Training	2d	Jan 25-26	Mar 14-15	May 29-30	Jul 3-4	Sep 5-6	Nov 19-20					
Business Writing & Online Etiquette	1d	Mar 13	May 31	Jul 19	Sep 27	Nov 27						
<b>HUMAN RESOURCE MANAGEMENT SEMINARS &amp; EVENTS</b>												
<b>HR EDPACK:</b>												
HR Management Seminar Series	5d	Feb 5-9	Apr 16 - 20	Jun 18-22	Aug 6-10	Oct 15-19						
Fundamentals of HR Management	1d	Jan 17	Feb 5	Apr 16	May 2	Jun 18	Jul 4	Aug 6	Sep 5	Oct 15	Nov 14	
Recruitment Management	1d	Jan 24	Feb 6	Apr 17	May 9	Jun 19	Jul 11	Aug 7	Sep 12	Oct 16	Nov 21	
Training & Development Management	1d	Feb 7	Mar 7	Apr 18	May 16	Jun 20	Jul 18	Aug 8	Sep 19	Oct 17	Nov 28	
Performance Management System	1d	Feb 8	Mar 14	Apr 19	May 23	Jun 21	Jul 25	Aug 9	Sep 26	Oct 18	Dec 5	
Compensation & Benefits Management	1d	Feb 9	Mar 21	Apr 20	May 30	Jun 22	Aug 10	Aug 29	Oct 19	Nov 7	Dec 12	
<b>HR INTENSIVE:</b>												
Labor Law 1: Labor Code & Practice	2d	Jan 18-19	Mar 8-9	May 24-25	Jul 12-13	Sep 13-14	Nov 22-23					
Labor Law 2: Employee Discipline & DOLE Compliance	2d	Feb 8-9	Apr 26-27	Jun 28-29	Aug 16-17	Oct 4-5	Dec 6-7					
Labor Law 3: Grievance Handling & Conflict Mgmt	2d	Apr 12-13	July 26-27	Sept 27-28	Nov 15-16							
HR Policy Making & Implementation	2d	Feb 2-3	Jun 1-2	Aug 31-Sep 1	Oct 12-13							
Professional HR Operations	2d	Jan 12-13	Mar 2-3	May 4-5	Jul 20-21	Sep 14-15	Nov 23-24					
Job Evaluation & Pay Structure Design	2d	Jan 26-27	Mar 16-17	May 18-19	Jul 6-7	Sep 28-29						
Incentives, Merit & Rewards	2d	Apr 20-21	Oct 26-27	Dec 14-15								
Employee Promotion & Career Plan	2d	May 11-12	Dec 7-8									
Organization Development	2d	Jan 19-20	Apr 6-7	Jun 29-30	Sep 7-8							
Talent Management	2d	Apr 13-14	Jul 27-28	Oct 5-6								
Applicant Interview & Assessment	2d	Mar 22-23	Jun 8-9	Aug 3-4	Nov 16-17							
Trainers Training Program	2d	Feb 14-15	May 22-23	Jul 17-18	Oct 24-25							
Training Module Instruction Design	2d	Apr 27-28	Sep 21-22									
Digital Recruitment	2d	May 17-18	Aug 15-16	Oct 29-30								
Competency-Based HR	2d	Aug 24-25	Nov 9-10									
<b>HR CLUB EVENTS:</b>												
HR Meet-Up	3 hrs	Jun 22	-HR Legal Forum: Critical Pointers for Notice to Explain Aug 10 -HR Program Development: Sustainable Employee Engagement & Retention Program Oct 19 -HR Technology: Work Productivity Apps for HR Practitioners									
HR Leadership Conference 2019	2d	Feb 2019										

Note: Schedule is subject to change without prior notice. Please contact us to register and confirm.

As of 05.23.2018