

SEMINAR EVENT	DAYS	JANUARY TO DECEMBER 2018	
FOREX SEMINARS & EVENTS			
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 24 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, 24 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
BUSINESS MANAGEMENT SEMINARS			
MARKETING & SALES:			
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	
FINANCE:			
Accounting for Non-Accountants	2d	Jan 19-20 Mar 6-7 May 8-9 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	
LEADERSHIP & MANAGEMENT:			
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	
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	
ADMINISTRATIVE SKILLS SEMINARS			
PROFESSIONAL OFFICE ADMINISTRATION SERIES			
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	
ADMINISTRATIVE SKILLS:			
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	
HUMAN RESOURCE MANAGEMENT SEMINARS & EVENTS			
HR EDPACK:			
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 Program Development	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	
HR INTENSIVE:			
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	
Organizational 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 23-24 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	
HR CLUB EVENTS:			
HR Leadership Conference (8 th)	2 days	Feb 22-23	

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

As of 12.30.2017