

BUSINESS MANAGEMENT SEMINARS			
MARKETING & SALES:			
Proactive Sales & Marketing	1 day (9am-5pm)	Jan 29 Mar 11 May 14 Jul 16 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 30	
Telemarketing	2 days (9am-5pm)	Apr 24-25 Aug 6-7 Dec 3-4	
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 25 Nov 6	
Customer Complaint Handling	1 day (9am-5pm)	Feb 7 Apr 6 Jun 18 Aug 22 Oct 3 Dec 5	
FINANCE:			
Accounting for Non-Accountants	2 days (9am-5pm)	Jan 29-30 Mar 19-20 May 8-9 Jul 17-18 Sep 11-12 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 Apr 10-11 Jun 26-27 Aug 14-15 Oct 9-10 Dec 3-4	
MANAGEMENT:			
Business Operations Management	1 day (9am-5pm)	Feb 2 May 29 Aug 10 Nov 27	
Project Management	2 days (9am-5pm)	Feb 8-9 May 15-16 Sep 24-25 Nov 5-6	
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 23-24	
Leadership for Supervisors	1 day (9am-5pm)	Jan 16 Mar 9 May 23 Jul 31 Sep 18 Nov 5	
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 16 Oct 31	
Successful Delegating	1 day (9am-5pm)	Feb 21 May 8 Jul 19 Oct 2 Dec 4	
PROFESSIONAL OFFICE ADMINISTRATION SERIES:			
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	
ADMINISTRATIVE SKILLS:			
Executive Assistant Training	2 days (9am-5pm)	Jan 22-23 Mar 12-13 May 22-23 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	
HUMAN RESOURCE MANAGEMENT SEMINARS & EVENTS			
HR EDPACK:			
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 May 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 29 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 31 Jul 12 Aug 14 Sep 13 Oct 30 Nov 15	
HR INTENSIVE:			
Labor Law 1: Labor Code & Practice	2 days (9am-5pm)	Jan 17-18 Mar 21-22 May 9-10 Jul 25-26 Sep 19-20 Nov 28-29	
Labor Law 2: Employee Discipline	2 days (9am-5pm)	Feb 14-15 Apr 11-12 Jun 13-14 Aug 29-30 Oct 3-4	
Labor Law 3: Grievance & Conflict	2 days (9am-5pm)	Mar 7-8 Jul 4-5 Nov 7-8	
Labor Law 4: Co. Policy Making	2 days (9am-5pm)	Apr 25-26 Aug 8-9 Dec 12-13	
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 9-10	
Organizational Development	2 days (9am-5pm)	Feb 8-9 May 17-18 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)	Apr 26-27 Aug 16-17 Nov 22-23	
Trainers Training Program	2 days (9am-5pm)	Apr 22-23 Jun 7-8 Sep 4-5 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)	Apr 22-23 Jul 8-9 Oct 28-29	
Competency-Based HR	2 days (9am-5pm)	Jan 18-19 Apr 12-13 Jun 7-8 Sep 27-28 Nov 8-9	
HR CLUB EVENTS:			
HR Leadership Conference (6 th)	2 days (9am-6pm)	Feb 27-28	

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

FOREX SEMINARS & EVENTS		
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 8 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, 8, 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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