**KONGAN BUSINESS ACADEMY**

**CALENDAR OF TRAININGS**

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| **ONE DAY TRAININGS (8 hours)** | | |
| **EVENT TITLE** | **DATE** | **VENUE** |
| ***Effective Selling Techniques*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Digital Marketing Essentials*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Entrepreneurship in Digital Era*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Customer Service Success Training*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Google Adsense & Blogging*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
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| **HALF DAY TRAININGS (4 hours)** | | |
| **ACCOUNTING AND TAXATION** | | |
| ***Basics of Business and Income Taxation*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Payroll Law Seminar*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Finance and Accounting Workshop for Non-Financial Managers*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Guide to BIR Implementing Regulations*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Cash Flow Management*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
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| **BUSINESS DEVELOPMENT** | | |
| ***Business Development That Works*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Organizational Development*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Writing a Business Plan*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
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| **BUSINESS PROCESSES** | | |
| ***Implementing 5S in the Workplace*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Powerful Collection Management*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Electronic Records Management*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
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| **COMMUNICATION** | | |
| ***Killer Copywriting Workshop*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Best Techniques For Business Writing*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***E-Newsletter Content*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Effective Presentation*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
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| **GOING DIGITAL** | | |
| ***Facebook Leads Techniques*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Google Ads 101*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***SEO Business Training*** |  |  |
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| **HR MANAGEMENT** | | |
| ***Personality Development Seminar*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Strategic Performance Management System*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***HR Best Practices*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
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| **LEADERSHIP & MANAGEMENT** | | |
| ***Advanced Management Skills Training*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Transitioning to Supervisor*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Managing Multiple Priorities, Projects And Deadlines*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
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| **MARKETING** | | |
| ***How to Create a Marketing Plan that works*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Content Marketing 101*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Social Media Marketing for Businesses*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
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| **PROPERTY** | | |
| ***Real Estate Investment 101*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Making Millions in Foreclosed Properties*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Real Estate Lead Generation*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
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| **SALES** | | |
| ***Selling to Major Accounts: A Strategic Approach*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***Best Sales Negotiations Training*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |
| ***How to Win and Keep Customers*** | TBA | 2nd Floor, RCI Building, 105 Rada St., Legaspi Village, Makati City |