|  |  |  |  |
| --- | --- | --- | --- |
| **Attn: HR Manager/Training Dept Head/Chief Accountant;**  We cordially invites you to attend the seminar workshop for the following module | | | |
| **CREDIT AND COLLECTION MANAGEMENT**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 9/21 February 3/20 March 5/16 April 1/13 May 7/18 June 3/14  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 13/23 February 11/27 March 19/30 April 8/27 May 11/27 June 17/29  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Credit has facilitated today’s business growth through procurements of row materials and finish merchandized, Collection on the other hands assured the steady supply of cash flow for business survival.  Join Us and Learn  Value of credit in business as a marketing tool and developing of working capital, proven techniques Of evaluating credits. risk and application of effective collection procedures, approaches to solving problem related to bad credit account and account receivables.  **COURSE CONTENT**   1. UNDERSTANDING THE VALUE OF CREDIT TO MODERN BUSINESS  * Credits as an active Marketing Tool * Credit in Working Capital / Credit in Business Failure * Professional in Credit Management * The Credit and Collection Management   **2.** PROVEN TECHNIQUES IN EVALUATING CREDIT RISK   * The process of evaluating commercial credit * Analyzing financial Statements / Interrelationship of Key ratio’s * Evaluation of common borrower’s management * Setting the credits limits / Credit conditionality  1. EFFECTIVE COLLECTION SYSTEM  * Method of collection cycle billing * Illustrative example friendly reminders * Business call on customer’s * Legal remedies to collect / Management of distress accounts  1. MEASURING EFFECTIVE IN CREDIT& COLLECTION  * Analysis of credit policies and result * Measures of Efficient in Credit and Collection * Use of credit and control Indexes * Calculation and Interpretation of Data  1. APPROACHES TO SOLVING PROBLEM CREDIT DATA ACCOUNT  * Maintaining cordial Relationship with Client / Minimizing Losses | **BASIC INTERNAL AUDITING**  **ON FINANCIAL ASPECT OF OPERATIONS**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 14/30 February 4/12 March 5/16 April 2/13 May 4/20 June 2/16  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 16/27 February18/26 March 9/29 April 8/23 May 13/25 June 10/22  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  This seminar explains what information must know and compile prior to conducting audit; their roles and importance of their work in an organization; how to go about in the conduct of audit activities under the Internal Audit cycle; and controls under a computerized department.  Samples of Internal Control Questionnaire, Narrative Description and Audio Programs are Likewise discussed.  OBJECTIVES   * To effectively impart the Basic Internal Audit Tools and * Techniques to come up with a very comprehensive audit * To guide the Internal Auditors in the proper discharge of their functions * To make Internal Auditors fully understand their roles and the importance of their work in the ever changing business activities * To know how to do Internal Audit in a computerized environment * To know how to measure Internal Auditors’ Functions   **COURSE CONTENT**   1. Basic Concepts Of Auditing 2. Audit Process & Overview 3. Internal Control 4. General And Specific Standards 5. Internal Auditing Cycle 6. Auditing In A Computerized Environment 7. Measuring The Internal Auditors’ Function 8. Example Of Internal Control Questionnaire 9. Example Of Narrative Description Of Cash 10. Collection From Customers 11. Example Of Flow Charts 12. Collection From Customers 13. Example Of Flow Charts 14. Internal Control Systems Flow Chart 15. Audit Program Guides | | |
| **FUNDAMENTALS OF ACCOUNTING**  **(Accounting for Non-Accountants)**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 8/20 February 5/18 March 3/18 April 6/21 May 7/18 June 1/17  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 14/29 February 11/26 March 9/31 April 13/29 May 13/25 June 10/22  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **OBJECTIVES**   * To understand the fundamental concepts of accounting * To learn how to apply of the fundamental concepts of accounting to business operations in general and day-to-day office operations   To understand the accounting system  To have a clear understanding of the Balance Sheet and Income Statement in a simplified manner  To understand the difference between corporate reality and accounting reports  **COURSE CONTENT**   1. Definition of Accounting 2. Classification System/Chart of Accounts  * Mackie’s Car Wash Company Chart of Account * Types of Expenditures * Definition of Balance Sheet Accounts  1. Valuation System/Inventory Valuation System 2. The Accounting Cycle  * The Accounting Manual * Cash Versus Accruals * The Rules of Debit and Credit * Difference Between Management Accounting and Traditional Accounting  1. Various Accounting Reports - Balance Sheet, Income Statement 2. Cash Receipts and Cash Disbursements Report, Statement of Changes in Working Capital 3. Funds Flow Report, Aging of Receivables, and Aging of Payables  * Interrelationship of Financial Reports * The Generally Accepted Accounting Principles * The Business Operations Results Analysis | **SIMPLIFIED AND SHORTCUT**  **TECHNIQUES ON**  **FINANCIAL STATEMENT ANALYSIS**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 7/22 February 3/13 March 4/19 April 1/14 May 7/17 June 2/18  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 13/30 February 12/24 March 17/31 April 20/29 May 14/26 June 10/28  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  This seminar teaches the trainees simplified and shortcut techniques to come-up with meaningful analysis in a brief, clear, and concise way that would be truly helpful to the management. One of the highlights of the seminar is DU PONT METHOD of F/S Analysis  **OBJECTIVES**   * To learn the pointers to consider when doing analysis * To understand the complexities of Accounting and its impact in interpreting FS Data * To know the impact of Accounting treatment, Accounting Period, and GAAP in the FS Analysis * To know the impact of business cycle, operating cycle, and working cycle on FS Analysis * To know the impact of capital and operational decisions on the FS Analysis * To learn how to do SWOT Analysis * To know the impact of Accounting Cycle in the interpretation of FS Data * To learn Funds Flow Analysis * To learn various analytical tools and shortcut techniques needed to analyze FS Reports * To learn tips and techniques in doing and presenting Management Reports * To learn the important financial ratios per point of view   **COURSE CONTENT**   1. Pointers to Consider When Doing Analysis 2. Complexities of Accounting, Impact of Accounting Treatment in the FS data 3. Impact of Accounting Period in the preparation of Various Analytical Reports 4. GAAP and the framework in the preparation of FS 5. How to go beyond the GAAP, FS Analysis and various business cycles 6. The Impact of Capital and Operational 7. Decisions on FS Analysis/The SWOT Analysis, The Accounting Cycle 8. Analytical Tools(Horizontal or Variance Analysis, 9. Vertical Analysis, Condensed Common Size, Analysis, Du Pont Analysis, Trend Analysis 10. Contribution Analysis, Break-even Analysis, Selected Ratios 11. How to Prepare/Present Management Reports | | |
| **MODERN BUDGETING SYSTEM**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 12/30 February 4/26 March 2/15 April 5/22 May 4/20 June 4/15  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 16/23 February 12/23 March 10/29 April 14/26 May 11/27 June 7/24  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Modern Budgeting Seminar teaches the participants techniques on how to cut short preparation time in budgeting and make it more useful to the company. It tackles the qualities that would make budgets realistic and workable. It gives examples on how to regroup of expenses for budgeting purposes and shows how to present reference data as well as sample budget forms. Examples on how to prepare various budgets are likewise explained.  **OBJECTIVES**   * To know the qualities that would make the budgets realistic and workable * To know the importance of budgets * To know how to do the SWOT Analysis in setting up by the framework for planning and budgeting * To acquire shortcut techniques that would reduce budget preparation time * To know how the validate the formulated budgets every step of the way * To know how to make use of the budgets thru budget variance analysis and other analytical tools * To know the role of the various people/department of an organization in the formulation and implementation of the budget   **COURSE CONTENT**   1. Basic Concepts on Planning 2. Basic Concepts on Budgeting 3. Accounting/Operating Cycles of Business 4. Entities (Analysis and Budgeting) 5. SWOT Analysis and Budgeting 6. The Modern Budgeting System 7. How to Prepare Reference Data for Budgeting 8. How to Prepare Projected Income Statement 9. Samples of Budgets/Projections  * Projected P & L Income Statement * Balance Sheet Projection * Working Capital Projection * Funds Flow Forecast * Cash Budgeting | **COST MANAGEMENT**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 14/23 February 3/18 March 8/18 April 2/21 May 7/18 June 1/17  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 9/21 February 12/23 March 5/23 April 16/29 May 14/27 June 8/29  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cost management is the process of planning and controlling the budget of a business. Cost management is a form of management accounting that allows a business to predict impending expenditures to help reduce the chance of going over budget.  **OBJECTIVES**   * To Know the definition of cost management * To Know the meaning of strategic cost management * To Know the meaning of Activity-base cost management * To Know how to calculate based on different types of products costing * To Learn the components of a product cost * To find-out ways to bring down cost   **COURSE CONTENT**   1. DEFINITION OF COSTS MANAGEMENT 2. MEANING OF STRATEGIC COST MANAGEMENT/ PRODUCT COSTING  * Definition * Importance of unit Product Cost * Product of Unit Cost Information  1. COMPONENT OF PRODUCT COST  * Direct Materials * Direct Labor * Allocable Cost  1. COST ALLOCATION TECHNIQUES/HOW TO IMPUTE EQUIPMENT USE IN THE COST 2. DIFFERENT TYPE USE IN THE COST  * Job Order Costing * Process Costing * Operation Costing * Kaizen Costing * Target Costing | | |
| **DEVELOPING WORLD CLASS MANAGERIAL SKILLS**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 8/20 February 5/18 March 3/18 April 6/21 May 7/18 June 1/17  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 14/29 February 11/26 March 9/31 April 13/29 May 13/25 June 10/22  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **OBJECTIVES :**   * To review basic concepts in management * To know methodologies, tips, and techniques that will help enhance managerial skills * To understand the human element further * To learn how to handle conflict resolution   **COURSE OUTLINE**   1. **REVIEW OF BASIC CONCEPTS OF MANAGEMENT**  * Definition of Management * The Corporate Ladder and Corresponding Points of View * Organization and Division of Labor * Typical Operating Cycle * The Management by Objectives System  1. **BUSINESS PLANNING** 2. **SWOT ANALYSIS** 3. **OPERATIONS ANALYSIS AND PERFORMANCE MEASUREMENT** 4. **THE HUMAN ELEMENT AND MANAGEMENT**  * The Human Element as the Most Important Resource in Management * The Eight Intelligence * The Eight Senses * Employees Wants and Needs * Understanding the Attitude of Employees (The Story of the Iceberg) * Motivating and Effective Handling of People * The Essence of Teamwork  1. **EFFECTIVE COMMUNICATION AT WORK FOR BETTER RESULTS** 2. **BASICS IN PROBLEM-SOLVING AND DECISION MAKING** 3. **CONFLICT RESOLUTION** 4. **COPING WITH CHANGE** | **A SIMPLIFIED APPROACH TO STRATEGIC PLANNING**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 7/22 February 3/13 March 4/19 April 1/14 May 7/17 June 2/18  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 13/30 February 12/24 March 17/31 April 20/29 May 14/26 June 10/28  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **OBJECTIVES :**   * To clearly explain the meaning and concepts of strategic planning * To train participants how to formulate good strategic plans * To be provide a simplified strategic planning model that can easily be followed by an organization * To give an opportunity to  trainees to practice strategic plan formulation under the guidance of the trainer   **OUTLINE**   1. What is Strategic Planning? 2. Why Should We Formulate Strategic Plans? 3. Pitfalls and Limitations of Strategic Planning 4. What Good and Sound Strategic Plans Should Be 5. Fundamental Questions to Ask When Doing Strategic Planning 6. Typical Approaches to Strategic Planning Process Situation-Target-Proposal 7. Draw-See-Think-Plan 8. Tools and Approaches to Strategic Planning  - Balanced Scorecards, Scenario Planning 9. TEST Analysis, STEER Analysis, EPISTEL, ATM Approach 10. A Strategic Planning Model  * Assessment – environmental scan. background information, situational analysis, SWOT Analysis * Baseline – Situation (Past, Present, and Future), Significant issues, alignment with capabilities, gap analysis * Components of a Strategic Plan – Mission & Vision, Values/Guiding Principles, * Major Goals, Specific Objectives * Specifics of a Strategic Plan – Performance Measurement, Targets/Standards of Performance, Initiatives and Projects, Action Plans * Evaluation – Measurements/Balanced Scorecard  1. Business Strategic Plan Sample / Workshop | | |
| **ATTN: hrd manager, Purchasing manager, warehouse manager, ipc manager, production manager** | | | |
| **PRODUCTION PLANNING AND CONTROL**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 15/23 February 12/27 March 11/19 April 8/30 May 7/20 June 3/18  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 9/30 February 6/19 March 12/18 April 1/23 May 21/27 June 11/24  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The function of directing, regulating and controlling the movement of goods as it goes through the entire manufacturing cycle is a specialist discipline. Learn the rational of planning, process analysis and operating control of the various forces affecting manufacturing ensuring cost efficient and on-time completion and delivery of products and services. Find out various considerations in determining cost variation and variances that make-up the profitable completion of goods. And finally assimilated courses action towards the efficient completion of the order.  **COURSE CONTENT**   1. PRODUCTION PLANNING AND SCHEDULING 2. TIME ANALYSIS 3. MATERIAL PREPARATION 4. 3-DAY PLANNING CONCEPT 5. POST APPRAISAL CONCEPT 6. PLOC CONCEPT 7. CASE STUDY | | | **EFFECTIVE PURCHASING MANAGEMENT**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 16/29 February 12/27 March 11/19 April 8/30 May 7/20 June 3/18  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 22/30 February 6/19 March 12/18 April 1/23 May 21/27 June 11/24  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **OBJECTIVES**   * To source qualified and reliable purchaser who could satisfy company’s basic Business principle requirements in the area of quality cost and delivery. * To develop purchaser of correct and accurate material analysis, inventory level and cost competitiveness * To support the operation by purchasing good quality material on time   **COURSE CONTENT**   1. PURCHASING POLICIES PRINCIPLE & FUNCTION 2. FUNCTION OF PURCHASING 3. PRINCIPLE OF MATERIAL PURCHASING 4. DAILY MATERIAL CONSUMPTION SCHEDULE 5. ORDERING STANDARD 6. PROPER MATERIAL STOCK 7. ORDERING PERIOD & LEAD TIME FOR PROCUREMENT 8. ORDERING METHOD 9. COMPARISON OF ORDERING METHOD CHARACTERISTIC 10. ISSUE OF ORDER SHEETS / DELIVERY CONTROL 11. BUSINESS PLAN/USES OF PSI PLAN 12. PSI POLICIES |
| **WAREHOUSE MANAGEMENT**  **AND CONTROL**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 9/15 February 6/19 March 5/18 April 2/15 May 7/20 June 4/17  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 23/29 February 20/26 March 4/19 April 9/22 May 6/28 June 10/25  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  After attending this course, the participants shall have a good knowledge of a concept, techniques and practice inventory control used by the successful companies. They will be able to put the work immediately in their work situation the techniques discuss  **COURSE CONTENT**   1. GENERAL POLICY, SYSTEM AND PROCEDURE 2. WAREHOUSE MATERIAL FLOW 3. WAREHOUSE LAYOUT 4. STORE AND WAREHOUSE FUNCTION 5. MATERIAL CLASSIFICATION 6. MATERIAL SIGNIFICANCE 7. INVENTORY AND CONTROL PROCEDURE 8. MATERIAL CONTROL 9. CASE STUDY | | | **INVENTORY PLANNING AND CONTROL**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 9/15 February 6/19 March 5/18 April 2/15 May 7/20 June 4/17  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 23/29 February 20/26 March 4/19 April 9/22 May 6/28 June 10/25  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  This seminars present the strategies of overcoming the high cost of inventories and maximizing your capital investments  **COURSE CONTENT**   1. WHAT IS INVENTORY AND PLANNING 2. SIGNS OF POOR INVENTORY 3. IPC AND WAREHOUSING 4. IPC AND PURCHASING 5. IPC AND PRODUCTION 6. MATERIALS CLASSIFICATION / IDENTIFICATION 7. WAYS OF REDUCING INVENTORY 8. SETTING INVENTORY LEVELS 9. MRP 10. PHYSICAL INVENTORY TAKING 11. AIMS OF PHYSICAL INVENTORY LEVELS |
| **PRODUCTIVITY THRU 7’S**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 9/15 February 6/19 March 5/18 April 2/15 May 7/20 June 4/17  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 23/29 February 20/26 March 4/19 April 9/22 May 6/28 June 10/25  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  OBJECTIVES   * To know and understand the meaning of 7’S * To know the nine wastes * To learn how to apply 7’S * To know how 7’S can contribute the productivity and quality improvement to make every employee responsible in cleaning and organizing their environment   COURSE OUTLINE   * What is 7’S? * What are the nine wastes? * waste management * What are the elements of 7’S? * 7’S implementation * How to do a 7’S implementation plan * Things to remember about 7’S * Reason for implementing 7’S * What are benefits of 7’S * 7’S and you * 7’S and your company * Examples of 7’S | | | **SUPPLIER CONTROL MANAGEMENT**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 16/29 February 12/27 March 11/19 April 8/30 May 7/20 June 3/18  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 22/30 February 6/19 March 12/18 April 1/23 May 21/27 June 11/24  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **OBJECTIVES**   * To understand the importance of material control from the start of ordering. How to it is being manage by the vendor, supplier and subcontractor.   **COURSE CONTENT**   1. WHY DO WE NEED TO MANAGE SUPPLIER 2. BASIC OBJECTIVES 3. THE GENERAL CONCEPTS 4. IMPORTANCE OF SUPPLIER MANAGEMENT  * As to product * As a partner  1. SUPPLIER SELECTION CRITERIA 2. 4 AREAS TO CONTROL SUPPLIER 3. WHAT IS COST 4. QUALITY AND HOW TO MASTER IT 5. NEGOTIATION AND CLOSING THE DEAL 6. IMPORTANCE OF DELEVERY CONTROL 7. KNOWING THE MRP 8. AWARENESS MATERIALS AND ITS COMPONENTS |
| **Developing World-Class**  **Marketing Skills**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 9/15 February 6/19 March 5/18 April 2/15 May 7/20 June 4/17  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 23/29 February 20/26 March 4/19 April 9/22 May 6/28 June 10/25  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The marketing department plays a vital role in promoting the business and mission of a company. Many companies however have lost sight of the importance of the marketing department and tend to place the emphasis on sales as opposed to marketing.  Marketing needs will vary from business to business but in the long run there are some essential positions that need to be filled. Whatever positions a company decides to fill or create the bottom line is they must be competency based and filled with competent people who can make a definite contribution to the profitability of the organization.  All positions in a marketing division should be revenue-generating and customer focused – both internal and external customers.  **COURSE OUTLINE**   1. Marketing vis-à-vis Selling 2. The Concept of Customer Service 3. Customer Satisfaction 4. The Art of Image-Building 5. The Importance of Product Knowledge 6. How to develop world class systematic approach to marketing (from prospecting to post-call analysis) | | | **MANAGEMENT BY OBJECTIVES**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 9/15 February 6/19 March 5/18 April 2/15 May 7/20 June 4/17  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 23/29 February 20/26 March 4/19 April 9/22 May 6/28 June 10/25  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  A management model that aims to improve performance of an organization by clearly defining objectives that are agreed to by both management and employees. Goal setting and action plans should ensure better participation and commitment among employees, as well as alignment of objectives across the organization.  **COURSE OUTLINE**   1. DEFINITION OF MANAGEMENT 2. BASIC PRINCIPLES OF ORGANIZATION AND MANAGEMENT 3. OVERVIEW OF SIMPLIFIED MBO SYSTEMS 4. HOW TO FORMULATE SMART PLANS/SIMPLIFIED SWOT ANALYSIS 5. ORGANIZING FOR BETTER RESULTS 6. MAKING PEOPLE GO FOR EXTRA MILE 7. ENSURING ATTAINMENT OF GOALS AND TARGETS 8. MOST COMMON FITFALLS WHY SUPERVISORS/MANAGER FAILS 9. CAREER PATH PLANNING/CHARTING YOUR WAY TO SUCCESS 10. THE CONCEPT OF LOYALTY 11. EXERCISES/ROLE PLAYING |
| **FUNDAMENTAL CONCEPTS OF MARKETING**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 8/20 February 5/18 March 3/18 April 6/21 May 7/18 June 1/17  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 14/29 February 11/26 March 9/31 April 13/29 May 13/25 June 10/22  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Aims**  To understand the key factor of marketing management  **Objective**   * To learn the meaning, importance, and concepts of Marketing Management * To learn the nature and importance & Characteristic of Service marketing   **COURSE CONTENT**   1. Image Building for Successful Selling 2. How to Fast Track Acquiring of Product Knowledge 3. How to Deliver Impressive Sales Presentations 4. The Sales Structure / Process 5. The role of Effective Costumer Relations in Successful Selling and Marketing 6. The role of Other Departments in Supporting the Sales Transactions 7. Criteria for Evaluating a Sales Presentation 8. Role Playing | | | **SALES FORECASTING AND SALES TARGETING**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 16/29 February 12/27 March 11/19 April 8/30 May 7/20 June 3/18  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 22/30 February 6/19 March 12/18 April 1/23 May 21/27 June 11/24  **Tiara Oriental Hotel**, Malugay St. Makati City  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  This is a comprehensive training on how to do scientific sales forecasting and sales targeting  **OBJECTIVES**   * To understand the essence of forecast planning and get the benefit and true value of missing profitable business * To understand and learn the new approach, its principles applied in marketing and sales cycle management considering several factors * To develop the practical skills and adapt forecasting technique applicable to your company or business.   **Course Content**   1. Sales Forecasting 2. Why bother with forecasting? 3. Forecasting Techniques and Methods 4. Sales Target Defined and Setting Your Goals 5. Improving Accuracy of Sales Forecast 6. Measuring Sales Success |
| **IMPORT-EXPORT PROCEDURES AND DOCUMENTATION**  **Dates/Venue** (Choose one, the most convenient to you) **(Time:** 8:30-5:00pm)  January 15/23 February 12/27 March 11/19 April 8/30 May 7/20 June 3/18  **Richmond Hotel** Ortigas Center, Mandaluyong City  January 9/30 February 6/19 March 12/18 April 1/23 May 21/27 June 11/24  **Tiara Oriental Hotel**, Malugay St. Makati City | | | |
| **COURSE CONTENT**  **NEW CUSTOMS IMPORT PROCEDURES AND DOCUMENTATION**   * Customs Memorandum Order 22-07 dated July 10,2007 the Lodgement of entry thru the BOC-VASP Gateway * Guidelines in the determination of the cost of   Insurance and freight charges as components of  dutiable value   * Customs Admin. order # 8-07 Description of imported   articles in tariff terms including goods subject to 100% Examination   * New guidelines on super open house procedures * New policies and guidelines on Export * Automated Operation Systems | | **NEW CUSTOMS EXPORT RULES/THE EXPORT PATH**   * Full coverage discussion of Export Incentive Act / Review   and Updates on PD # 930   * General System of Preference (GSP) * Export Clearance & Documentation * One Stop Shop Export Documentation (OSEDC) * Cargo Shipment & Handling   **CURRENT BSP RULING ON IMPEX**   * New BSP rules on Import – Export * WTO-GATT Impact * Instruments to Merchandise Trade Transactions * Overview on the Letters of Credits and other Trade Payment | |
| **Resource Speaker :  Professional Lecture /Management Consultant**  **Seminar Fee P7,000.00/**head per module  Includes course instruction Materials, Snack , Lunch & Certificates  All check payable to **NSMS SEMINARS AND MANAGEMENT SERVICES**  **For Reservation** Pleasecall  Tel: (02) 543-8312 Fax 02-428-4873 Mobile: 0929-5622185/0915-6563114  (Please accomplish the attached registration form and send to [nsms\_central12@yahoo.com](mailto:nsms_central12@yahoo.com); [nsms\_headoffice@yahoo.com](mailto:nsms_headoffice@yahoo.com))  Discount: 2 attendee’s 10%, 3-4 attendee’s 20% and 5 or more attendees per module can avail 50%.  **WE OFFER IN-HOUSE SEMINAR**  **For Metro Manila**  *(*P15,000 Maximum of 5 Participants) (20k > 10 Pax) (25k > 15 Pax) (30k > 20 Pax) (35k > 25 Pax) (40k > 30 Pax) (45k > 40 Pax) (50k > 50 Pax)  **Outside Metro Manila**  *(*P30,000 Maximum of 10 Participants) (35k > 20 Pax) (40k > 25 Pax) (45k > 30 Pax) (50k > 35 Pax) (55k > 40 Pax) (60k > 50 Pax)  **NSMS SEMINARS AND MANAGEMENT SERVICES** is dedicated to provide quality training and continuous development of modules suited to the needs of the clients. Our **Trainers** are ones of the best in their specialized skills and constantly updated with the required training necessary to deliver excellent result. | | | |
|  | | | |