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TRAINING CALENDAR 2010

"These are Public Training Courses Start-dates for courses conducted in Davao, Manila, Cebu".

201 MANAGERIAL SKILLS

Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	A-Z Business Continuity Management	2	P3,000/day	13		9		12				13			
Dmfly	Disaster Recovery & Business Continuity Planning	2	P3,000/day				7		8		25			11	
Dmfly	Crisis Leadership	2	P3,000/day		16					21			7		6
Dmfly	Project Initiation & Management	2	P3,000/day	19		18					11			17	
Dmfly	How To Manage Difficult People	2	P3,000/day		11					7		9			14
Dmfly	Improved Organizational & Delegation Skills	2	P3,000/day	28			15		17				13		
Dmfly	Managing Successful Projects	2	P3,000/day	6				20				2			9
Dmfly	Secrets of Good Time Management	2	P3,000/day			4			15				4		10
Dmfly	Strategic Vendor Management	2	P3,000/day		23			5			4			8	
Dmfly	Critical Success Factors in Vendor Selection	2	P3,000/day	22			12					22			2
Dmfly	How Buyers Evaluate & Select Vendors	2	P3,000/day			22			10			16		4	
Dmfly	Delegating For Results	2	P3,000/day		19			28					20		3
Dmfly	Training Managers to Train	2	P3,000/day	15		25			25		19			25	
Dmfly	Managing The Technical Professional	2	P3,000/day		16		2			16			11		
Dmfly	Project Management	2	P3,000/day	4				17				6		5	
Dmfly	Basic Of Inventory Management	2	P3,000/day			11				1			7		6
Dmfly	Managing Upwards	2	P3,000/day		4			24		28		27			
Dmfly	Office Management	2	P3,000/day	11	8				22					23	
Dmfly	Successful Self Management	2	P3,000/day			15		3			16			15	
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	What Every Woman Should Know About Career Management	2	P3,000/day		23			5				27			6
Dmfly	The Promotable Woman 10 Essential Skills In The New Milleni	2	P3,000/day	19		11			10				20		
Dmfly	Color Me Beautiful	2	P3,000/day		4		28				27			15	
Dmfly	The Woman Manager-How To Develop Essential Skills For Su	2	P3,000/day			22		26		12			18		
Dmfly	Excellent Sales Techniques Especially For Women	2	P3,000/day	4			7		22				26		
Dmfly	Presenting Yourself-A Personal Image Guide For Women	2	P3,000/day		11	29		17				6			10
Dmfly	Good Grooming For Children	2	P3,000/day	22		18				16					2
Dmfly	Personal Grooming	2	P3,000/day		8		2				9			22	
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	Clear Writing	2	P3,000/day			8		10				14		23	
Dmfly	Fat-Free Writing	2	P3,000/day	25	10				25		4				

Dmfly	The Building Blocks Of Business Writing	2	P3,000/day				19			16			7		2
Dmfly	Writing Business Proposals And Projects	2	P3,000/day		19			20		1		2			
Dmfly	Writing Fitness	2	P3,000/day	18		31					11			10	
Dmfly	Writing That Sells	2	P3,000/day		8				17			9			9
215 PRESENTATIONAL SKILLS-OPERATIONAL															
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	Effective Presentation Skills	2	P3,000/day		22		5			19		20			
Dmfly	Technical Presentation Skills	2	P3,000/day	21		9			21				25		
Dmfly	Using Visual Aids	2	P3,000/day		10			20			18			15	
216 SELF IMPROVEMENT - OPERATIONAL/MANAGERIAL															
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	Personal Time Management	2	P3,000/day		16		19			1		15			
Dmfly	Developing Positive Assertiveness	2	P3,000/day	13				12			2		6		
Dmfly	Developing Self Esteem	2	P3,000/day			17			14					24	6
Dmfly	Winning At Human Relations	2	P3,000/day		10		21			14			28		
Dmfly	Business Etiquette & Professionalism	2	P3,000/day												
Dmfly	Networking For Success	2	P3,000/day	20				31			17	1			
Dmfly	Managing Stress For Menatl Fitness	2	P3,000/day			9			7					10	2
217 WOMEN'S DEVELOPMENT SERIES															
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	Prospecting: The Key To Sales Success	2	P3,000/day		22			14	28				6		
212 PRODUCTIVITY: SUPERVISORY															
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	Critical Thinking	2	P3,000/day	12			21		16			23			
Dmfly	Successful Self-Management	2	P3,000/day		22			31					19		3
Dmfly	Achieving Job Satisfaction	2	P3,000/day			8				5		21		18	
Dmfly	Managing Negative People	2	P3,000/day	18				5			3		13		
Dmfly	Making The Most Of Being A Mentored	2	P3,000/day		11		20			21				24	
Dmfly	Mentoring	2	P3,000/day	14		30			22				6		
Dmfly	Emotional Intelligence Works	2	P3,000/day		2		15				24			4	
Dmfly	Productivity Course for Supervisors	2	P3,000/day	21		3			5			21			
213 VERBAL COMMUNICATION -OPERATIONAL															
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	Dealing Effectively With The Media	2	P3,000/day			9			7			20			2
Dmfly	Communicating with Employees	2	P3,000/day	20			12			1			13		
Dmfly	Effective Meeting Skills	2	P3,000/day		8			24			26			24	
Dmfly	The Art of Communication	2	P3,000/day	11		29			23			29			
Dmfly	Thinking On Your Feet	2	P3,000/day				26			15			26		14
Dmfly	Improve Your Reading, Improve Your Job	2	P3,000/day		2			11			16			17	
Dmfly	Effective Communications	2	P3,000/day			15			23			1		25	
Dmfly	Effective Business Communication	2	P3,000/day	26			27			7			6		
Dmfly	Study Skills Strategies	2	P3,000/day			24			9			14			6

214 WRITTEN COMMUNICATION - SUPERVISORY															
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	Effective Business Writing	2	P3,000/day		1			20			19			24	
208 CUSTOMER SERVICE - OPERATIONAL															
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	Beyond Customer Service	2	P3,000/day	21			22			15			6		
Dmfly	Customer Satisfaction	2	P3,000/day		23			4			17			9	
Dmfly	Managing Quality Customer Service	2	P3,000/day			5			3			14			2
Dmfly	Complaint Handling for Positive Outcome	2	P3,000/day	27			15				5		16		
Dmfly	Internal Customer Care	2	P3,000/day		2			26		29				24	
Dmfly	Measuring Customer Satisfaction	2	P3,000/day			15			8			9			7
Dmfly	Selling through Customer Service	2	P3,000/day	6			28			26			21		
	Basic Service Marketing	2	P3,000/day		23						12			4	
209 TELEPHONE SKILLS & TECHNIQUES - OPERATIONAL															
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	Telephone Etiquette - Skills & Techniques to Improve	2	P3,000/day		8			11			24			10	
210 CALL CENTRE SUCCESS - OPERATIONAL															
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	Call Centre Success - Survival Tips and Techniques	2	P3,000/day			16			8		12			4	
211 SALES AND MARKETING - SUPERVISORY															
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	Building and Closing the Sale	2	P3,000/day	28			21			6			12		
Dmfly	Productive Sales	2	P3,000/day		4			27				14		8	
Dmfly	Dealing Effectively with the Media	2	P3,000/day			2			23			20			2
Dmfly	Direct Marketing Techniques	2	P3,000/day	14				6			16			4	
Dmfly	Effective Sales Management	2	P3,000/day		11		8			26			14		
Dmfly	Marketing Your Consulting or Professional Service	2	P3,000/day			30			10			16			14
Dmfly	Managing For Commitment	2	P3,000/day	5			19			21				23	
Dmfly	Partners In Performance	2	P3,000/day		23			31			9		20		
205 STRATEGIC DEVELOPMENT															
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	Systematic Succession Planning	2	P3,000/day	12			6					13		10	
Dmfly	Creating a Learning Organization	2	P3,000/day		2				29			20			
Dmfly	Organizational Development	2	P3,000/day	5				13			3			4	
Dmfly	Improving your Company Image	2	P3,000/day		16				12				13		3
Dmfly	Developing Instructional Design	2	P3,000/day	11			27			6			19		
Dmfly	Successful Strategic Planning	2	P3,000/day			4		10			25			9	
Dmfly	Managing and Leading Change	2	P3,000/day			9			2			14			6
206 FINANCE															
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	The Accounting Cycle	2	P3,000/day	12			15			20				23	
Dmfly	Basics of Budgeting	2	P3,000/day												

Dmfly	Financial Analysis	2	P3,000/day			22		5			10		26		
Dmfly	Starting Your New Business	2	P3,000/day		2		5		1			13			
Dmfly	Understanding Financial Statements	2	P3,000/day			30			8		17			9	
Dmfly	Basics of Manufacturing	2	P3,000/day	11				10		15			6		
207 ELECTRONIC COMMUNICATION - OPERATIONAL															
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	Writing Effective E-mail	2	P3,000/day		3			6			11			19	
Dmfly	Technical Writing in Corporate World	2	P3,000/day	26			8			20			13		
Dmfly	Leadership Skills For Women	2	P3,000/day			2			10			6			14
Dmfly	Team Building	2	P3,000/day		9			11			2			10	
Dmfly	Virtual Teaming	2	P3,000/day	4			21			13			7		
Dmfly	Team Problem Solving	2	P3,000/day			4			2			14			2
Dmfly	Working In Teams	2	P3,000/day		2			24			16			23	
Dmfly	Understanding Leadership Competencies	2	P3,000/day			29			21			13			6
203 SUPERVISORY SKILLS															
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	Excellence in Supervision		P3,000/day	20			19			28			26		
Dmfly	The New Supervisor		P3,000/day		16				1			13			
Dmfly	Managing Tricky Situations Involving People		P3,000/day	4				25			3			17	
Dmfly	Goal Setting for Results		P3,000/day			22			6			27			6
Dmfly	The Excellent Supervisor - Skills all Good Supervisors must Have		P3,000/day		8		27			6			11		
Dmfly	Fundamental Management Skills for Supervisors		P3,000/day			3			14		9			15	
Dmfly	Effective Mentoring to Improve Employee's Productivity		P3,000/day	25			8			13			5		
Dmfly	Successful Events Management		P3,000/day		1			31			17				2
204 EMPLOYEE PERFORMANCE															
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dmfly	Achieving Results	2	P3,000/day		23			11			17			9	
Dmfly	The Administrative Assistants	2	P3,000/day	4		3			16			15			
Dmfly	Plan Your Work: Work Your Plan	2	P3,000/day		11			25			3		28		
Dmfly	Successful Self Management	2	P3,000/day	27			8			1				17	
Dmfly	Partners in Performance	2	P3,000/day			15			22			27			6
Dmfly	Anger Management	2	P3,000/day		10		7			19			13		8
205 HOUSING/ LOGISTIC															
Flyer No.	Title	Days	Fees	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Equipment Operators Course	2	P3,000/day	12				4			9			22	
	Warehousing Management Course	2	P3,000/day		3		8		5			9			8
	Preventive Maintenance Equipment Usage	2	P3,000/day	14		4				2			21		
	Training of Personnel in Occupational Safety and Health	2	P3,000/day	12		4			5			16			8
	Machine Guarding and Electrical Safety	2	P3,000/day		4		8			2			19		
	Port Safety and Security Program	2	P3,000/day	14				4			9			22	