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PHILIPPINE TRAINING CALENDAR 2011

"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		17					21			5		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				12		
Dmfly	Managing Successful Projects	2	P3,000/day	6				20				2			9
Dmfly	Secrets of Good Time Management	2	P3,000/day			4			15				3		8
Dmfly	Strategic Vendor Management	2	P3,000/day		23			5			4			8	
Dmfly	Critical Success Factors in Vendor Selection	2	P3,000/day	21			12					22			1
Dmfly	How Buyers Evaluate & Select Vendors	2	P3,000/day			22			10			16		9	
Dmfly	Delegating For Results	2	P3,000/day		18			28					18		5
Dmfly	Training Managers to Train	2	P3,000/day	14		25			25		19			21	
Dmfly	Managing The Technical Professional	2	P3,000/day		14		1			15			24		
Dmfly	Project Management	2	P3,000/day	4				17				6		14	
Dmfly	Basic Of Inventory Management	2	P3,000/day			11				1			12		6
Dmfly	Managing Upwards	2	P3,000/day		7			22		27		26			
Dmfly	Office Management	2	P3,000/day	11	8				22					21	
Dmfly	Successful Self Management	2	P3,000/day			15		3			16			14	
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				20			5
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		1		28				26			17	
Dmfly	The Woman Manager-How To Develop Essential Skills For Suc	2	P3,000/day			22		26		12			17		
Dmfly	Excellent Sales Techniques Especially For Women	2	P3,000/day	4			7		22				24		
Dmfly	Presenting Yourself-A Personal Image Guide For Women	2	P3,000/day		11	29		16				6			7
Dmfly	Good Grooming For Children	2	P3,000/day	21		18				15					1
Dmfly	Personal Grooming	2	P3,000/day		8		4				10			14	
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				13		14	
Dmfly	Fat-Free Writing	2	P3,000/day	25	10			8	25		4				

Dmfly	The Building Blocks Of Business Writing	2	P3,000/day				19			14		5		5	
Dmfly	Writing Business Proposals And Projects	2	P3,000/day		18			19		1		5			
Dmfly	Writing Fitness	2	P3,000/day	18		31					10			29	
Dmfly	Writing That Sells	2	P3,000/day		8					17		12		7	
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			18		20			
Dmfly	Technical Presentation Skills	2	P3,000/day	21		9			21				25		
Dmfly	Using Visual Aids	2	P3,000/day		10			18			19			14	
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		14		19			5		13			
Dmfly	Developing Positive Assertiveness	2	P3,000/day	13				10			2		4		
Dmfly	Developing Self Esteem	2	P3,000/day			17			14					22	
Dmfly	Winning At Human Relations	2	P3,000/day		10		18			7			28	5	
Dmfly	Business Etiquette & Professionalism	2	P3,000/day												
Dmfly	Networking For Success	2	P3,000/day	20				30			11	5			
Dmfly	Managing Stress For Menatl Fitness	2	P3,000/day			9			7					16	
														9	
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			23	27				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			18		16			19			
Dmfly	Successful Self-Management	2	P3,000/day		22			30					19	6	
Dmfly	Achieving Job Satisfaction	2	P3,000/day			8				4		21		16	
Dmfly	Managing Negative People	2	P3,000/day	18				6			15		13		
Dmfly	Making The Most Of Being A Mentored	2	P3,000/day		11		19			21				22	
Dmfly	Mentoring	2	P3,000/day	14		30			20				6		
Dmfly	Emotional Intelligence Works	2	P3,000/day		1		12				23			14	
Dmfly	Productivity Course for Supervisors	2	P3,000/day	21		3			5			23			
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			19		1	
Dmfly	Communicating with Employees	2	P3,000/day	20			11			1			13		
Dmfly	Effective Meeting Skills	2	P3,000/day		8			24			23			29	
Dmfly	The Art of Communication	2	P3,000/day	11		29			23			29			
Dmfly	Thinking On Your Feet	2	P3,000/day				26			11			24	12	
Dmfly	Improve Your Reading, Improve Your Job	2	P3,000/day		1			11			15			17	
Dmfly	Effective Communications	2	P3,000/day			15			23			5		15	
Dmfly	Effective Business Communication	2	P3,000/day	26			27			5			6		
Dmfly	Study Skills Strategies	2	P3,000/day			24			27			19		15	

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			10			14	
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			18			14			6		
Dmfly	Customer Satisfaction	2	P3,000/day		7			4			15			21	
Dmfly	Managing Quality Customer Service	2	P3,000/day			5			1			12			2
Dmfly	Complaint Handling for Positive Outcome	2	P3,000/day	27			15				11		17		
Dmfly	Internal Customer Care	2	P3,000/day		1			19		18				23	
Dmfly	Measuring Customer Satisfaction	2	P3,000/day			15			6			15			7
Dmfly	Selling through Customer Service	2	P3,000/day	6			28			26			20		
	Basic Service Marketing	2	P3,000/day		23						1			3	
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			3			8	
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		5			3	
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			18			11			20		
Dmfly	Productive Sales	2	P3,000/day		7			27				14		14	
Dmfly	Dealing Effectively with the Media	2	P3,000/day			2			20			12			1
Dmfly	Direct Marketing Techniques	2	P3,000/day	14				6			11			15	
Dmfly	Effective Sales Management	2	P3,000/day		11		8			16			17		
Dmfly	Marketing Your Consulting or Professional Service	2	P3,000/day			30			8			16			12
Dmfly	Managing For Commitment	2	P3,000/day	5			18			21				21	
Dmfly	Partners In Performance	2	P3,000/day		21			30			5		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		21	
Dmfly	Creating a Learning Organization	2	P3,000/day		1				27			20			
Dmfly	Organizational Development	2	P3,000/day	5				13			1			25	
Dmfly	Improving your Company Image	2	P3,000/day		14				13				12		9
Dmfly	Developing Instructional Design	2	P3,000/day	11			25			6			24		
Dmfly	Successful Strategic Planning	2	P3,000/day			4		10			23			16	
Dmfly	Managing and Leading Change	2	P3,000/day			9			2			14			7
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			18			20				22	
Dmfly	Basics of Budgeting	2	P3,000/day												

Dmfly	Financial Analysis	2	P3,000/day			22		5			11		27		
Dmfly	Starting Your New Business	2	P3,000/day		1		4		1			13			
Dmfly	Understanding Financial Statements	2	P3,000/day			30			8		15			14	
Dmfly	Basics of Manufacturing	2	P3,000/day	11				10		14				10	
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		1			6			12			22	
Dmfly	Technical Writing in Corporate World	2	P3,000/day	26			6			20			17		
Dmfly	Leadership Skills For Women	2	P3,000/day			2			10			6			13
Dmfly	Team Building	2	P3,000/day		7			9	13		2			21	
Dmfly	Virtual Teaming	2	P3,000/day	4			18			13			13		
Dmfly	Team Problem Solving	2	P3,000/day			4			6			12			2
Dmfly	Working In Teams	2	P3,000/day		14			23			17			16	
Dmfly	Understanding Leadership Competencies	2	P3,000/day			29			20			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			18			28			24		
Dmfly	The New Supervisor		P3,000/day		14				6			25			
Dmfly	Managing Tricky Situations Involving People		P3,000/day	4				25			1			14	
Dmfly	Goal Setting for Results		P3,000/day			22			6			27			6
Dmfly	The Excellent Supervisor - Skills all Good Supervisors m		P3,000/day		8		25			6			17		
Dmfly	Fundamental Management Skills for Supervisors		P3,000/day		7	3			14		10			9	
Dmfly	Effective Mentoring to Improve Employee's Productivity		P3,000/day	25			6			13			10		
Dmfly	Successful Events Management		P3,000/day		1			30			15				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		21			9			17			8	
Dmfly	The Administrative Assistants	2	P3,000/day	4		3			16			15			
Dmfly	Plan Your Work: Work Your Plan	2	P3,000/day		9			25			3		27		
Dmfly	Successful Self Management	2	P3,000/day	27			12			2				14	
Dmfly	Partners in Performance	2	P3,000/day			15			22			26			6
Dmfly	Anger Management	2	P3,000/day		7		7			19			11		8
Warehousing/ 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			11			15	
	Warehousing Management Course	2	P3,000/day		7		12		6			5			8
	Preventive Maintenance Equipment Usage	2	P3,000/day	14		4				2			24		
	Training of Personnel in Occupational Safety and H	2	P3,000/day	12		4			8			19			8
	Machine Guarding and Electrical Safety	2	P3,000/day		1		19			5			24		
	Port Safety and Security Program	2	P3,000/day	14				11			8			14	