

GLOBALKNOWLEDGE PH INC.

2021 Q1 - Q2 SOFTSKILLS TRAINING SCHEDULE

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COMMUNICATIONS MEDIA

	COURSE TITLE	JAN	FEB	MAR	APR	MAY	JUN	DURATION
1	Advance Business Communications	4	3	1	5	3	1	1 day
2	Advance Communications for Manager	5-6	4-5	2-3	6-7	4-5	1-2	2 days
3	Advance Writing Skills	7	1	4	5	6	3	1 day
4	Beyond Professional Presentation	7-8	10-11	8-9	6-7	10-11	3-4	2 days
5	Building Self Esteem and Assertiveness Skills	11	8	9	8	11	7	1 day
6	Business Etiquette	4	10	10	12	12	9	1 day
7	Business Grammar for Busy Professionals	7	15	11	12	13	10	1 day
8	Business Writing that Works	12-13	16-17	15-16	12-13	17-18	10-11	2 days
9	Communication Strategies	14-15	17-18	16-17	14-15	18-19	14-15	2 days
10	Conflict Resolution: Dealing with Difficult People	15	19	18	16	20	11	1 day
11	Creating a Dynamite Job Portfolio	18-19	23-24	22-23	19-20	24-25	16-17	2 days
12	Customer Service: Critical Elements of Customer Service	13-14	26-27	24-25	21-22	25-26	21-22	2 days
13	Getting Your Job Search Started	11	26	25	23	27	18	1 day
14	Mastering the Interview	13	3	29	26	31	28	1 day
15	Present Like a Pro	18-19	4-5	30-31	27-28	4-5	28-29	2 days
16	Presentation Survival School	18-19	8-9	1-2	29-30	17-18	9-10	2 days
17	Skills for the Administrative Assistant	20-21	10-11	3-4	5-6	11-12	1-2	2 days
18	Speak Easy: Conquering Your Fear of Speaking in Public	21	12	8	7	6	3	1 day
19	Speaking Under Pressure	25-26	15-16	9-10	6-7	19-20	10-11	2 days
20	The Minute-Taker's Workshop	25	17	11	8	13	14	1 day
21	The Process of Interpersonal Communication	27-28	18-19	15-16	12-13	18-19	14-15	2 days
22	Time Management	29	22	17	14	20	16	1 day
23	Working Smarter	25-26	23-24	18-19	15-16	24-25	17-18	2 days
24	Writing Reports and Proposals	6-7	22-23	22-23	19-20	27-28	21-22	2 days
25	Better Business Writing	7-8	10-11	24-25	21-22	26-27	22-23	2 days

SALES AND MARKETING

	COURSE TITLE	JAN	FEB	MAR	APR	MAY	JUN	DURATION
26	Basic Marketing	11	19	25	23	3	1	1 day
27	Building Relationships for Success in Sales	13	3	29	26	10	2	1 day
28	Call Center Management	14-15	4-5	30-31	27-28	11-12	3-4	2 days

29	Dynamite Sales Presentation	18	8	1	29	13	7	1 day
30	Fundamentals of Marketing	20-21	15-16	2-3	20-21	17-18	9-10	2 days
31	Marketing and Sales	19	8	4	28	18	11	1 day
32	Overcoming Objections to Nail the Sales	22	17	5	29	19	14	1 day
33	Selling for Success Program	25	18	8	30	20	15	1 day
34	Selling Smarter	26	19	9	6	25	16	1 day
35	Prospecting for Leads like a Pro	27	22	10	7	24	17	1 day
36	Telemarketing: Using as a Sales Tool	28	24	11	5	24	18	1 day
37	Customer Relationship Management	29	26	15	13	26	7	1 day
	Advanced Customer Service	27-28	22-23	16-17	7-8	26-27	21-22	2 days

ACCOUNTING, AUDIT, FINANCE, OTHER MANAGEMENT COURSES

COURSE TITLE		JAN	FEB	MAR	APR	MAY	JUN	DURATION
38	Inventory Management Training	4-5	3-4	17-18	12-13	3-4	28-29	2 days
39	Accounting for Non-Accountants	6-7	4-5	22-23	14-15	5-6	1-2	2 days
40	Basics of Budgeting	8	8	23	9	10	2	1 day
41	Financial Analysis	11-12	10-11	24-25	19-20	10-11	3-4	2 days
42	Budgets and Managing Money	13-14	15-16	29-30	21-22	12-13	9-10	2 days
43	Knowledge Management	18-19	17-18	8-9	26-27	17-18	10-11	2 days
44	Strategic Management	20-21	22-23	9-10	28-29	19-20	14-15	2 days
45	Change Management	21-22	23-24	15-16	5-6	3-4	16-17	2 days
46	5S	18	15	11	16	20	7	1 day
47	Quality Management Training	27-28	3-4	22-23	19-20	25-26	21-22	2 days
48	Quality Customer Service	28-29	10-11	24-25	26-27	26-27	28-29	2 days
49	Effective Internal Customer Service	7-8	15-16	8-9	29-30	3-4	14-15	2 days
50	Negotiating for Results	22	15	9	23	5	23	1 day
51	Strategic Management	14-15	3-4	15-16	7-8	11-12	3-4	2 days
52	Coaching and Counselling on the Workplace	18	5	16	5	11	1	1 day
53	Handling Difficult People	13	8	17	6	6	2	1 day
54	Fortified Basic Management Course	14-15	17-18	17-18	8-9	12-13	10-11	2 days
55	Six Sigma Overview	11	19	22	7	13	9	1 day
56	Six Sigma GreenBelt	18-22	15-19	8-12	12-16	17-21	14-18	5days
57	Problem-Solving Process of Quality Circles	27-28	23-24	29-30	19-20	23-24	21-22	2 days
58	Becoming a Great Manager	4-5	22-23	1-2	21-22	25-26	22-23	2 days
59	Time Management	8	26	1	23	27	28	1 day
60	Risk Management	6-7	3-4	2-3	12-13	10-11	28-29	2 days
61	IT Project Management	14-15	8-9	8-9	28-29	11-12	1-2	2 days
62	Logistics Management	13-14	10-11	4	7-8	6-7	3-4	2 days

63	Business Etiquette for the Office	11	17	9	30	13	11	1 day
64	Business Leadership	21-22	18-19	10-11	5-6	18-19	9-10	2 days
65	Basic Supervisory Skills	18	22	15	7	20	7	1 day
66	Business Succession Planning	27	24	16	8	24	14	1 day
67	Conflict Resolution: Getting Along the Workplace	28-29	15-16	16-17	12-13	25-26	14-15	2 days
68	Coaching: Leadership Skills	25	26	18	14	25	16	1 day
69	Workplace Harassment	7-8	3-4	22-23	15-16	26-27	17-18	2 days
70	Conducting Effective Performance Review	6-7	8-9	23-24	19-20	3-4	21-22	2 days
71	Diversity Training: Celebrating Diversity in the Workplace	8	1	25	9	5	23	1 day
72	Project Management Fundamentals	4	15	29	12	6	28	1 day
73	Intermediate Project Management	12	19	29	13	10	29	1 day
74	Project Management Advance	20-21	15	30	14	12	7	1 day
75	Understanding Project Management	25-26	17-18	24-25	15-16	5-6	10-11	2 days
76	Meeting Management	13	19	31	19	11	9	1 day
77	Art of Delegating Effectively	14	22	18	20	12	14	1 day

HUMAN RESOURCES

COURSE TITLE		JAN	FEB	MAR	APR	MAY	JUN	DURATION
78	Anger Management	6	3	1	5	13	15	1 day
79	Applying Team-Building Strategies	7-8	4-5	2-3	6-7	17-18	17-18	2 days
80	Building Better Teams	11	1	4	8	18	16	1 day
81	Change Management	13-14	10-11	8-9	12-13	19-20	1-2	2 days
82	Employee Dispute Resolution	12	15	9	9	25-26	3	1 day
83	Employee Relations and Well-Being	14-15	15-16	10-11	14-15	27-28	10-11	2 days
84	Hiring the Right People	18	17	15	16	27	14	1 day
85	HR for Non HR Manager	20-21	18-19	15-16	5-6	10-11	15-16	2 days
86	Managing Customer Service	22	22	17	19	11-12	17	1 day
87	Managing Employee Performance	25	22-23	18	20	13	18	1 day
88	Problem Solving and Decision Making	27-28	23-24	22-23	21-22	6-7	21-22	2 days
89	Professional Supervisor	25-26	18-19	23-24	26-27	18-19	28-29	2 days
90	Stress Management	4	26	25	23	20	23	1 day
91	Survival Skills for Practical Trainer	5	3	29	28	25	7	1 day
92	The Practical Trainer	6-7	4-5	29-30	29-30	24-25	10-11	2 days
93	Train the Trainers	7-8	8-9	1-2	5-6	26-27	14-15	2 days
94	Training Need Analysis	13-14	10-11	3-4	7-8	3-4	16-17	2 days
95	Ultimate Goal-Setting Program	18-19	18-19	10-11	12-13	5-6	17-18	2 days
96	Essential Coaching and Mentoring Skills	5-6	17-18	9-10	14-15	11-12	21-22	2 days
97	Motivate your Staff	18	15	11	9	14	23	1 day
98	Transforming your Training Department	25	24	17	16	12	28	1 day
99	Assertiveness Skills for Supervisors and Managers	27	23	15	19	21	1	1 day
100	Assertiveness Skills	28	26	19	20	28	2	1 day