

**University of Asia and the Pacific
School of Management**

REGISTRATION FORM
Please fax to (63 2) 634-2823

Name	Position	Nickname
_____	_____	_____
_____	_____	_____
_____	_____	_____
Company _____		
Address _____		email: _____
Telephone(s) _____	Fax _____	

Please check the seminar(s) you wish to attend.

Seminar Offerings from June to July 2008

- Project Management Workshop**
Learn the essential steps in defining goals, establishing project plans, assigning work, monitoring progress, and exercising control. June 4 -6, 2008. Fee is P12,000. V. Mauricio.

- Mentoring and Personal Mastery Workshop**
This two-day intensive workshop will enable the participants to challenge and re-discover their lives and their potentials, so they can choose to expand, enrich and invigorate their personal and professional directions and results. June 19 -20, 2008. Dr. Antonio Barcelo. Fee is P10,000.

- Basic Supervision: The Key To Greater Productivity In The Workplace.**
This seminar will define what productivity is all about and highlight the connection between productivity and supervision. June 25 -26, 2008. Fee is P8,500. Dr. Roque L. Carballo. 2 days.

- Accounting for Non-Accountants**
Understand key accounting concepts, methods, and techniques and apply these to your business. July 2 -4, 2008. Fee is P10,000. V. Avila. S. Padojinog.

- Finance for Non-Finance Managers
Learn to analyze financial statements through the use of ratios, understand capital budgeting processes, and funds flow statements. July 23 - 25, 2008. Fee is P10,000. V. Avila, S. Padojinog.
- WORK VALUES AND ATTITUDES. A SEMINAR ON PROFESSIONALISM AND TEAMWORK
This program reveals that professionalism is a mindset, consisting of a person's values that constitute his inner life. The integrity and competence of a person are to be constantly improved so that each team member will always be committed to a goal shared by all, and will always be able to become productivity-focused and mutually supportive to each other. July 9 -10, 2008. By Dr. Roque L. Carballo. Fee is P8,500.
- Effective Business Writing Skills
Enhance your writing skills to help you prepare business letters and memos. July 30 - 31, 2008, Fee is P8,500. Atty. J. Villa.

Other seminars offered:

- Strategic Risk Management
The training is focused on the relevance and significance of managing operations risk, which is critical in ensuring efficiency in operations. Efficiency will be measured in terms of losses and profitability. Leo Araneta. Fee is P12,000.
- Creative and Strategic Thinking
This one-day session will cover thinking creatively about strategy, strategic problem solving, decision making and thinking and planning strategically. Learn how to generate wide-ranging possibilities to come up with new solutions and approaches to current and potential challenges and opportunities. Fee is P12,000. J. S. Navarro.
- Strategic Marketing Management Seminar
Acquire a working knowledge of the basic concepts and principles of strategic marketing management; develop analytical skills and techniques necessary to formulate effective marketing strategies. Fee is P12,000. J. S. Navarro.
- Marketing for Non-Marketing Personnel
This 2-day course relates both traditional and new marketing concepts to today's fast-paced, competitive, and segmented business environment, with the emphasis on relating marketing theory to practical and effective real-world solutions. Topics include, among others, the marketing process, defining the competition, the marketing mix, and market segmentation. Fee is 10,000. J. S. Navarro. 3 days.
- The Power of Process Thinking: How to Run Your Company Reliably. This 3-day seminar will teach participants how to use CHANGE to resolve issues interfering with strategy, redesign the processes, measure and repeat as needed. Move onto next biggest issue. Eventually align all business, leader and support processes in an integrated "pull" system. Fee is P12,000, Mr. Denis Nixon.

- Strategic Importance of Effective SUPPLY CHAIN MANAGEMENT in Enhancing a Company's Profitability & Competitive Advantage**
Participants will be shown a fresh perspective of the supply chain's strategic value to the company in terms of enhancing profitability and competitive advantage. New concepts such as value chain, cost transparency, value added information exchange, efficient consumer response, vendor-managed inventory and the network organization will be discussed, including the applicability of each to the participant's own business. Fee is P10,000. V. Dingalasan.
- Team Building.** A seminar on building and maintaining effective teams.
This one day seminar is an introduction to the exciting and challenging process of building effective teams. Generally, managers of companies think that difficulties in teamwork are just a matter of poor interpersonal relationships or incompatible personal chemistry. However, it has been proven that challenging performance goals have sufficient strength to galvanize a group of people into a team in spite of differences in personality traits or difficulties in interpersonal relationships. 2 days. By Dr. Roque L. Carballo. Fee is P8,500.
- Strategic Research**
A Framework for Industry Analysis. Participants will learn the tools to analyze industries, learn the generic strategies of competitors, and align their organization's value-chain. Fee is P10,000. 2 days.
- Retirement and Succession Planning**
Planning for retirement is difficult and requires people of all ages to consider a variety of factors. This seminar will provide an overview of the topics you should be focusing on, with an emphasis on retirement plan issues and planning for your successor. The seminar includes up-to-date information on the new laws that you need to know in order to be fully informed. Fee is P12,000. J. S. Navarro, et al. 3 days.
- Intellectual Property Rights**
This half-day seminar will show you what Intellectual Property is; the different kinds of IP; why bother protecting Intellectual Property; the Relevance of IP in your business; IP laws & treaties; what Intellectual Property is worth protecting (an IP Audit); how to appropriate Intellectual Assets as Property and ways to protect IP; who owns the Intellectual Property when "in-sourced" or "out-sourced" (Ownership Issues in Intellectual Property). Atty. Andrew Michael Ong. Fee is P5,000. Half-day.
- How to Become a Dynamic Customer-Oriented Professional**
Learn how develop the attitudes of your front-line employees to bring out in them an effective customer-service attitude. Fee is P8,500. Dr. Roque L. Carballo. 2 days.
- Effective Communication in a Business Environment**
Clear and confident use of English leads to effective communication. In business, a smooth exchange of ideas is crucial to successful working relationships. Learn to express ideas concisely, give directions clearly, and avoid confusion. This 2-day workshop is designed to enhance the communication skills of professionals. Review English grammar basics, write different types of business correspondence, and

appreciate the principles of effective communication. Participants will benefit from discussions and actual practice. Fee is P8,500. By Sandra Roldan. 2 days.

- Investment Strategies for Retirement and Other Life Goals
Planning for retirement is difficult and requires people of all ages to consider a variety of factors. This 1 day seminar will teach the basic concepts and principles of investments including risk and reward considerations, measurement of expected and historical returns of an asset or a portfolio of securities to help retirees plan their investments. Fee is P12,000. A. C. Gonzales.

Other seminars offered:

- Advertising Techniques
- Financial Modeling Techniques in Quantifying Risk
- Tourism and Investment
- National Security
- Change Management and Organizational Development

On-Site Seminar

All the seminars listed above can be done exclusive to your company. We can conduct a customized seminar that is suited to your unique needs, and hold it in your company premises, on a date convenient to you. On-Site seminars offer the following benefits:

Tailor-fitted instruction. The course can be modified to address your particular training needs.

Convenient. You can choose the dates, venue, and food.

Cost-effective. Affords you substantial savings for at least 20 participants compared to the prices of seminars offered to the public.

NOTE ON CME POLICIES:

1. CME offers the following incentives:
 - a) Early Bird Discount. A 10% discount on seminar fee is given to those registering early, or 45 days before the seminar date;
 - b) Group Discount. A 10% discount on seminar fee is given to a minimum of 3 registered participants from the same company.

Please note that only one of the two incentives above will apply at any one seminar. Registration is defined as submission of an accomplished Registration Form, and full payment.

- 2 Withdrawal Charges. Withdrawal of registration will be charged 50% of seminar fee as service charges plus 10% penalty, which will be deducted from the payment.

For inquiries, please contact Mr. Sonny Raymundo or Ms. Elena Tango at telephone no. 637-0912 to 26, local 224 or 241 respectively, or fax: 634-2823, or TXT (0916) 592 2945; email: sraymundo@uap.edu.ph.