

# 1ST QUARTER 2020 PUBLIC SEMINAR SCHEDULE



## JANUARY

- |       |   |       |   |
|-------|---|-------|---|
| 7-8   | Effective Business Communication Skills Program | 21-22 | Time and Stress Management Program          |
| 9-10  | Power Presentation Skills Program               | 23-24 | Supervisory Development Program             |
| 14-15 | Work Attitude and Values Enhancement Program    | 28-29 | Managerial Leadership Program               |
| 16-17 | Emotional Intelligence Program (EQ)             | 30-31 | Problem Solving and Decision Making Program |

## FEBRUARY

- |       |   |       |  |
|-------|---|-------|--|
| 4-5   | Sales Plus Program                          | 18-19 | Managing Change Program                  |
| 6-7   | Customer Service Excellence Program         | 20-21 | Supervisory Development Program          |
| 11-12 | Project Management Program                  | 25-26 | Advanced Supervisory Development Program |
| 13-14 | Problem Solving and Decision Making Program | 27-28 | Managerial Leadership Program            |

## MARCH

- |       |   |       |                                 |
|-------|---|-------|---------------------------------|
| 3-4   | Effective Business Communication Skills Program | 19-20 | Supervisory Development Program |
| 5-6   | Work Attitude and Values Enhancement Program    | 24-25 | Managerial Leadership Program   |
| 10-11 | Time and Stress Management Program              | 26-27 | Project Management Program      |
| 12-13 | Customer Service Excellence Program             | 31-1  | APR Sales Plus Program          |
| 17-18 | Power Presentation Skills Program               |       |                                 |

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If you have questions or training needs you want to be addressed, we can come and visit you at your convenience. You may also reach us through our phone numbers (632) 8556-3215/16 or fax us at (632) 8556-3394 or e-mail me at [mcsmalacas@ancillaedc.com.ph](mailto:mcsmalacas@ancillaedc.com.ph).

Yours sincerely,



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Received. Thank you.

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To: All School Administrators, Principals & Teachers In-Charge  
(Elementary & Secondary)  
FOR YOUR INFORMATION & APPROPRIATE ACTION  
  
MARIE CAROLYN B. VERANO, CESO VI  
Schools Division Superintendent