



2023 TRAINING CALENDAR

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JANUARY- FEBRUARY

Program	Date	Time	Investment Fee
English Grammar and Proficiency Program	January 31	01:00-05:00 PM	Php4,500
Job Evaluation and Salary Design	February 8-9	01:00-05:00 PM	Php9,000
English Fluency: Sounding Right and Correct	February 9-10	01:00-04:00 PM	Php7,500
Designing Learning Programs	February 20-21	01:00-05:00 PM	Php9,00
Leading without the Title (For Secretaries and Support Associates)	February 22	01:00-05:00 PM	Php4,500
Developing Effective Presentations	February 23-24	01:00-05:00 PM	Php9,000
Formulating Policies and Procedures	February 27	01:00-05:00 PM	Php4,500
Dealing with Irate Customers with Care	February 28	01:00-05:00 PM	Php4,500

MARCH

Program	Date	Time	Investment Fee
Measuring ROI of Training Programs	2-3	01:00-04:00 PM	Php8,000
Performance Goal-setting and KPI-building	7	01:00-05:00 PM	Php6,000
Diversity, Equity and Inclusion Essentials	9	01:00-05:00 PM	Php6,000
The Art of Business Storytelling	14-15	01:00-04:00 PM	Php8,000
Service Recovery and Complaint Management	16-17	01:00-05:00 PM	Php9,000
Introduction to Succession Planning	22	01:00-05:00 PM	Php6,000
Leadership Toolbox for Supervisors and Managers	23-24	01:00-05:00 PM	Php9,000
Fundamentals of Corporate Communication	28	01:00-05:00 PM	Php4,500
Designing Variable Pay Programs	29	01:00-05:00 PM	Php4,500
HR for Line Managers	30-31	01:00-05:00 PM	Php9,000