

Phoenix One Knowledge Solutions, Inc.

2024 Training Calendar



GLOBAL CERTIFICATION COURSES

- [ITIL®4](#)
- [Change Management](#)
- [Digital Transformation](#)
- [DevOps](#)
- [Agile Scrum](#)
- [LeanIT](#)
- [IT Governance \(COBIT\)](#)
- [Big Data Framework](#)
- [Cybersecurity](#)
- [Project Management](#)
- [Six Sigma](#)
- [Microsoft Technical Courses](#)
- [Comptia+](#)

NON-CERTIFICATION COURSES

- [Project Management](#)
- [Business Analysis & Architecting](#)
- [Software Testing & Quality Assurance](#)
- [Business Intelligence & Analytics](#)
- [User Experience & Design](#)
- [Information Technology](#)
 - [Mobile Application & Development](#)
 - [Web Application & Programming](#)
 - [Mainframe, Unix](#)
 - [Databases](#)
- [Office Productivity](#)
- [Professional Development](#)
 - [Communication](#)
 - [Customer Service](#)
 - [Leadership](#)
 - [Operation](#)

Phoenix One Knowledge Solutions, Inc.

Head Office: Unit 602 Greenbelt Mansion Condominium, No. 106 Perea St., Legazpi Village, Makati City

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2023 Training Calendar

GLOBAL CERTIFICATION COURSES

ITIL®4	Duration	Q1	Q2
ITIL® 4 Foundation Training and Certification	3 days	Jan 15-17 Feb 26-28 Mar 25-27	Apr 22-24 May 13-15 Jun 5-7
ITIL® 4 Create, Deliver & Support	3 days	Jan 22-24 Mar 18-20	May 6-8
ITIL® 4 Drive Stakeholder Value	3 days	Jan 3-5 Mar 4-6	May 27-29
ITIL® 4 High Velocity IT	3 days	Feb 19-21	Apr 1-3 Jun 12-14
ITIL® 4 Direct, Plan & Improve	3 days	Feb 26-28	Apr 17-19 Jun 19-21
ITIL® 4 Digital & IT Strategy	3 days	Feb 5-7	Apr 22-24 Jun 24-26
FitSM® Foundation	2 days	Jan 18-19 Feb 5-6 Mar 11-12	Apr 29-30 May 20-21 Jun 10-11

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CHANGE MANAGEMENT	Duration	Q1	Q2
Change Management Foundation	3 days	Jan 15-17 Mar 4-6	May 13-15
Change Management Practitioner	2 days	Jan 18-19 Mar 4-6	May 16-17
Agile Change Agent	3 days	Feb 5-7	Apr 17-19 Jun 19-21
DIGITAL TRANSFORMATION	Duration	Q1	Q2
Digital Transformation Foundation	2 days	Jan 11-12 Mar 14-15	May 9-10
DASA DEVOPS	Duration	Q1	Q2
DASA DevOps Fundamentals Training and Exam	2 days	Jan 8-10 Feb 7-9 Mar 6-8	Apr 1-3 May 6-8 Jun 5-7
EXIN AGILE SCRUM	Duration	Q1	Q2
Agile Scrum Foundation	2 days	Jan 12-13 Mar 2-3	May 25-26
Agile Scrum Master	2 days	Feb 2-3	Apr 6-7 Jun 1-2
LEAN IT	Duration	Q1	Q2
Lean IT Foundation	2 days	Jan 11-12 Mar 21-22	May 23-24

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Lean IT Leadership	3 days	Feb 19-21	Apr 22-24 Jun 19-21
IT GOVERNANCE (COBIT)		Duration	Q1 Q2
COBIT 5 Foundation	3 days	Jan 29-31 Mar 18-20	May 29-31
COBIT 5 Implementation	3 days	Mar 4-6	Jun 25-27
BIG DATA FRAMEWORK		Duration	Q1 Q2
Enterprise Big Data Professional	3 days	Jan 8-1 Mar 25-27	May 27-29
PROJECT MANAGEMENT		Duration	Q1 Q2
Agile Project Management Foundation	2 days	Jan 4-5 Mar 18-19	May 20-21
Agile Project Management Practitioner	2 days	Jan 18-19 Mar 20-21	May 23-24
CYBERSECURITY		Duration	Q1 Q2
CyberSafe	1 day	Jan 15 Feb 7 Mar 6	Apr 1 May 3 Jun 7
CyberSec First Responder (CFR) / Cybersecurity Incident Response (CIR)	5 days	Jan 15-19 Feb 5-9 Mar 4-8	Apr 1-5 May 6-10 Jun 3-7
SOC Network with Threat Detection and Analysis Workshop	5 days	Jan 8-12 Feb 12-16 Mar 11-15	Apr 15-19 May 13-17 Jun 24-28

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Data Security for Remote Workers Workshop	2 days	Jan 29-Feb 1 Mar 25-26	Apr 4-5 May 9-10 Jun 5-6
Data Privacy Training	5 days	Feb 5-9 Mar 4-8	Apr 1-5 May 6-10 Jun 3-7
MICROSOFT			
Windows Server on Premise Courses	Duration	Q1	Q2
AZ-800T00-AC Administering Windows Server Hybrid Core Infrastructure***New***	4 days	Mar 5-8	Jun 18-20
AZ-801T00-AC Configuring Windows Server Hybrid Advanced Services ***New***	4 days	Feb 27-Mar1	Apr 16-17
SC-900T00-AC Microsoft Security, Compliance, and Identity Fundamentals***New***	1 day	Feb 26	April 15
SC-200T00-A Microsoft Security Operations Analyst***New***	4 days	Mar 19-22	May 7-10
SC-300T00-A Microsoft Identity and Access Administrator***New***	4 days	Feb 20-23	April 2- 5 Jun 25-28
SC-400T00-A Microsoft Information Protection Administrator***New***	2 days	Jan 18-19 Mar 2-4	April 29-30 Jun 10-11
55324AC Installation, Storage and Compute with Windows Server 2016 (20740)	5 days	Mar 11-15	May 13-17
55343AC Networking with Windows Server 2016 (20741)	5 days	Jan 22-25 Mar 18-22	May 20-24

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55344AC Identity with Windows Server 2016 (20741)	5 days	Feb 12-16	Apr 15-19 Jun17-21
55367AC Windows Server Administration	5 days	Jan 29-Feb 2 Mar 11-15	May 6-10
	Duration	Q1	Q2
SharePoint Online			
55125 SharePoint Online Power User	4 days	Jan 16-19 Mar 19-22	May 20-22
55238 SharePoint Online for Administrators	3 days	Feb 5-7 Mar25-37	Apr 15-18 Jun19-21
55355 SharePoint 2016 Administrator	5 days	Mar 4-8	May 27-31
Power Apps and Flow Courses	Duration	Q1	Q2
55265 Microsoft Power Apps for End User	2 days	Jan 29-30 Feb 12-13 Mar18-19	Apr15-16 May 21-22 Jun 18-19
55268 Microsoft Power Automate for End User	1 day	Jan 22 Feb 26 Mar25	Apr 22 May 27 Jun24
Role Based Certification Microsoft Azure Infrastructure Courses			
	Duration	Q1	Q2
AZ-700T00-AC Designing and Implementing Microsoft Azure Networking Solutions***New***	3 days	Mar 11-13	May 20-22
AZ-040T00-AC Automating Administration with PowerShell***New***	5 days	Jan 29-Feb 2 Mar 18-22	May 6-10
AZ-140T00-AC Configuring and Operating Microsoft Azure Virtual Desktop***New***	4 days	Feb 19-22	Apr 1-4 Jun 25-28
AZ-305T00 Designing Microsoft Azure Infrastructure Solutions	4 days	Jan 16-19 Mar4-7	May 13-16

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Modern Desktop Administrator	Duration	Q1	Q2
55345AC Implementing and Managing Windows 11	4 days	Mar 5-8	Jun 24-27
55342AC Supporting and Troubleshooting Windows 11	4 days	Feb 19-22	Apr 22-25 Jun 24-27
MS 365 Courses/M365 Desktop Administrator	Duration	Q1	Q2
MD 102T00 Microsoft 365 Endpoint Administrator	5 day	Feb 12-16	Apr 1-5 Jun 3-7
Messaging Administrator	Duration	Q1	Q2
MS203 Microsoft 365 Messaging	5 days	Jan 22-26 Mar 18-22	May 20-24
M365 Security Administrator Managing	Duration	Q1	Q2
MS700T00 Managing Microsoft Teams	4 days	Jan 16-19 Mar 19-22	April 29-30 – May 2-3
Azure Courses	Duration	Q1	Q2
AZ 104 Microsoft Azure Administrator	4 days	Feb 13-16 Mar 18-21	May 6-9 Jun 10-11 & 13-15
AZ 500 Microsoft Azure Security Technologies	4 days	Jan 22-25 Mar 4-7	Apr 23-26 Jun 18-22
AZ 900T00-A Microsoft Azure Fundamentals	2 days	Jan 29-30 Mar 25-26	April 11-12 May 2-3 Jun 10-11
AZ 204T00 Developing Solutions for Microsoft Azure	5 days	Mar 18-22	May 20-24

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PL 300T00 Microsoft Power BI Data Analyst	3 days	Mar 25-27	May 27-29
PL 400T00 A Microsoft Power Platform Developer	5 days	Feb 26- Mar1	Apr 22-26 Jun 24-28
DATA Analyst/AI Engineer/Data Scientist	Duration	Q1	Q2
DA 100 Analyzing Data with Power BI	4 days	Feb 20-23 Mar18-21	Apr 15-18 Jun 18-21
AI 102 Designing and Implementing an Azure AI Solution	4 days	Feb 13-16 Mar 4-7	May20-23
100 Designing and Implementing a Data Science Solution on Azure	3 days	Mar 11-13	May 20-22
SIX SIGMA TRAINING	Duration	Q1	Q2
Lean Six Sigma with Yellow Belt	2 days	Jan 15-16 Feb 8-9 Mar 7-8	Apr 4-5 May 9-10 Jun 3-4
Lean Six Sigma Green Belt	5 days	Mar 18-22	May 20-24
COMPTIA+	Duration	Q1	Q2
A+	5 days	Jan 15-19 Feb 5-9 Mar 4-8	Apr 1-5 May 6-10 Jun 3-7
Network+	5 days	Jan 8-12 Feb 12-16 Mar 11-15	Apr 15-19 May 13-17 Jun 24-28
Security +	5 days	Jan 8-12 Feb 19-23 Mar 18-22	Apr 22-26 May 20-24 Jun 3-7

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Cybersecurity Analyst + (CySA)	5 days	Jan 22 -26 Feb 26-Mar 1	Apr 1-5 May 6-10 Jun 24-28
PenTest+	5 days	Jan 15-19 Feb 5-9 Mar 4-8	Apr 1-5 May 6-10 Jun 3-7
CompTIA Advanced Security Practitioner (CASP+)	5 days	Jan 8-12 Feb 19-23 Mar 18-22	Apr 22-26 May 20-24 Jun 3-7



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NON-CERTIFICATION COURSES

PROJECT MANAGEMENT	Duration	Q1	Q2
Project Management Fundamentals	2 days	Jan 18-19 Feb 15-16 Mar 14-15	Apr 4-5 May 6-7 Jun 3-4
Project Management with SDLC	5 days	Feb 19-23 March 18-22	May 13-17 Jun 24-28
Project Management Fundamentals (PMBOK v7)	4 days	Jan 23-26 Mar 12-15	Apr 22-25 Jun 24-27
Project Risk Management	2 days	Mar 4-5	Apr 29-30
Project Schedule Management	2 days	Mar 25-26	Jun 24-25
Project Contract Management	2 days	Feb 8-9 Mar 7-8	Apr 25-26 Jun 20-21
Project Scope Management	2 days	Feb 26-27	Apr 1-2
Project Cost Management	2 days	Jan 15-16 Feb 1-2 Mar 25-26	May 9-10 Jun 13-14
Construction Project Management	3 days	Jan 24-26 Feb 28-Mar 1	Apr 3-5 May 6-8 Jun 5-7
Fundamentals of Scrum	2 days	Jan 30-31 Feb 26-27 Mar 26-27	Apr 29-30 May 30-31 Jun 27-28
AGILE Project Management	4 days	Jan 15-18 Feb 19-22 Mar 18-21	Apr 15-18 May 13-16 Jun 18-21

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BUSINESS ANALYSIS & ARCHITECTING	Duration	Q1	Q2
Business Analysis Fundamentals	2 days	Jan 22-23 Feb 12-13 Mar 25-26	Apr 29-30 May 30-31 Jun 27-28
Object Oriented Analysis and Design with UML (OOAD) in Agile New!	5 days	Feb 12-16 Mar 11-15	Apr 15-19 Jun 24-28
Structured Systems Analysis & Design (SSAD)	5 days	Feb 5-9 Mar 4-8	Apr 1-5 Jun 3-7
Business Analysis in Agile Environment	2 days	Jan 24-25 Feb 22-23 Mar 25-26	Apr 22-23 May 16-17 Jun 20-21
Business Requirements with Use Case	2 days	Jan 25-26 Feb 29-Mar 1	May 15-16 Jun 18-19
Requirements Elicitation Management & Techniques	2 days	Jan 31- Feb 1 Feb 29-Mar1	Apr 25-26 May 23-24 Jun 20-21
Requirements Analysis & Documentation (OO Approach)	2 days	Feb 5-6 Mar 4-5	May 2-3 Jun 3-4
Requirements Analysis & Documentation (Structured Approach)	2 days	Feb 8-9 Mar 11-12	Apr 11-12 Jun 10-11
Developing Business Case	2 days	Jan 25-26 Feb 29-Mar 1	Apr 22-23 Jun 17-18
Information Systems & Technology Fundamentals	1 day	Mar 27	Jun 13
Developing Agile Requirements: User Stories Workshop	1 day	Jan 12 Feb 9 Mar 15	Apr 19 May 10 Jun 14
SOFTWARE TESTING & QUALITY ASSURANCE	Duration	Q1	Q2

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Requirements Based Testing Techniques	3 days	Jan 24-26 Feb 19-21 Mar 6-8	Apr 24-26 May 27-29 Jun 26-28
Principles of Software Testing	2 days	Jan 15-16 Feb 29-Mar 1	Apr 29-30 Jun 18-19
Managing UAT (User Acceptance Testing)	2 days	Jan 18-19 Feb 8-9 Mar 11-12	Apr 11-12 May 8-9 Jun 10-11
BUSINESS INTELLIGENCE & ANALYTICS	Duration	Q1	Q2
Business Analytics- Visualization, Predictive & Forecasting	6 days	Mar 6-7,13-14, 20-21	May 8-9,15-16, 22-23
Descriptive and Predictive Analytics	2 days	Feb 8-9	Apr 11-12 Jun 10-11
Business Analytics Foundation	2 days	Jan 25-26 Feb 22-23 Mar 21-22	Apr 25-26 May 23-24 Jun 20-21
Business Analytics: Predictive Analytics	2 days	Jan 18-19 Feb 29-Mar 1	Apr 22-23 Jun 18-19
Power BI	2 day	Jan 30-31 Feb 26-27 Mar 25-26	Apr 29-30 May 30-31 Jun 27-28
USER EXPERIENCE & DESIGN	Duration	Q1	Q2
Design Sprint	4 days	Mar 18-21	Jun 18-21
Design Thinking Workshop	2 days	Jan 24-25 Feb 21-22 Mar 25-26	Apr 22-23 May 16-17 Jun 20-21
UX Design Workshop	1 day	Jan 25 Feb 22 Mar 26	Apr 18 May 16 Jun 18

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INFORMATION TECHNOLOGY	Duration	Q1	Q2
BOOTCAMP			
JAVA CORE PROGRAMMING WITH JAVASCRIPT <i>(Course Outline Available Upon Request)</i>	7 Days	TBD	TBD
MICROSOFT .NET <i>(Course Outline Available Upon Request)</i>	21 Days	TBD	TBD
JAVA CORE AND EE PROGRAMMING WITH MONGO DB AND SQL <i>(Course Outline Available Upon Request)</i>	30 Days	TBD	TBD
Mobile Application & Development			
Android Mobile Application Development in JAVA New!	5 days	Feb 5-9 Mar 4-8	Apr 1-5 May 6-10 Jun 3-7
Android Mobile Application Development in Kotlin New!	5 days	Feb 12-16 Mar 11-15	Apr 15-19 May 13-17 Jun 24-28
Kotlin Essentials	3 days	Jan 29-31 Feb 26-28 Mar 25-27	Apr 1-3 May 8-10 Jun 24-26
Ionic Angular	5 days	Feb 12-16 Mar 11-15	Apr 15-19 Jun 24-28
Ionic ReactJS	5 days	Feb 26-Mar 1	Apr 22-26 Jun 3-7
Web Application & Programming			
JAVA Core Programming	5 days	Jan 22-26 Feb 26-Mar 1	May 6-10 Jun 24-28
JAVA Enterprise Edition (EE)	5 days	Feb 12-16 Mar 11-15	Apr 15-19 May 13-17 Jun 24-28

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JavaScript Fundamentals	2 days	Jan 25-26 Feb 26-27 Mar 18-19	Apr 22-23 May 27-28 Jun 20-21
Modern Application Development (HTML5 CSS, JS)	3 days	Feb 19-21 Mar 11-13	Apr 15-17 Jun 26-28
Node JS (JavaScript)	3 days	Jan 29-31 Mar 25-27	Apr 24-26 May 22-24 Jun 24-26
Angular + Node JS	5 days	Jan 10-12 Feb 26-Mar 1	Apr 1-5 May 6-10 Jun 24-28
React JS + Node JS	5 days	Jan 15-19 Feb 5-9 Mar 4-8	Apr 1-5 May 6-10 Jun 3-7
ASP.Net MVC	5 days	Feb 19-23 Mar 25-29	Apr 1-5 May 20-24 Jun 3-7
SQL	2 days	Jan 16-17 Feb 12-13 Mar 14-15	Apr 11-12 May 14-15 Jun 13-14
Oracle PL/SQL	3 days	Jan 24-26 Feb 26-28 Mar 25-27	Apr 24-26 May 22-24 Jun 24-26
PHP Programming	5 days	Feb 5-9	Jun 3-7
COBOL	10 days	Jan 22- Feb 2	May 13-17- May 20-24
C# Programming	5 days	Feb 26-Mar 1	Apr 15-19 Jun 24-28
VB.Net	5 days	Feb 12-16 Mar 18-22	Apr 22-26 Jun 3-7

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Program Logic Formulation	2 days	Jan 30-31 Mar 21-22	Apr 29-30 Jun 26-27
Spring MVC	5 days	Feb 12-16 Mar 11-15	Apr 15-19 May 13-17 Jun 24-28
Spring Boot	5 days	Feb 5-9 Mar 4-8	Apr 1-5 May 6-10 Jun 3-7
Linux Fundamentals	2 days	Feb 12-13	Apr 17-18 Jun 13-14
Python Programming	4 days	Jan 22, 24-26 Feb 19-22 Mar 18-21	Apr 22-25 May 20-23 Jun 24-2
Mainframe, Unix	Duration	Q1	Q2
Introduction to Unix with Scripting	2 days	Jan 30-31 Feb 26-27 Mar 21-22	Apr 29-30 May 27-28 Jun 24-25
CICS Fundamentals	5 days	TBA	TBA
Databases	Duration	Q1	Q2
MS SQL	5 days	Feb 5-9 Mar 4-8	Apr 1-5 Jun 3-7
OFFICE PRODUCTIVITY	Duration	Q1	Q2
MS Excel Intermediate	1 day	Jan 15 Feb 5 Mar 5	Apr 5 May 6 Jun 3
MS Excel Advance	1 day	Jan 16 Feb 8 Mar 7	Apr 15 May 13 Jun 4

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MS Excel Advanced with Macros (VBA)	2 days	Jan 8-9 Feb 8-9 Mar 7-8	Apr 15-16 May 13-14 Jun 4-5
MS Excel Formulas and Functions Overload	2 days	Jan 11-12 Feb 15-16 Mar 13-14	Apr 3-4 May 8-9 Jun 10-11
MS Excel VBA Comprehensive	2 days	Jan 16-17 Feb 12-13 Mar 14-15	Apr 17-18 May 14-15 Jun 13-14
MS Excel PowerPivot	2 days	Jan 18-19 Feb 19-20 Mar 19-20	Apr 23-24 May 23-24 Jun 24-25
MS PowerPoint Basic and Advance	2 days	Jan 30-31 Feb 29-Mar 1	Apr 29-30 May 30-31 Jun 26-27
MS Project	2 days	Jan 25-26 Feb 26-27 Mar 18-19	Apr 25-26 May 27-28 Jun 24-25
MS Access	2 days	Jan 11-12 Feb 15-16 Mar 13-14	Apr 3-4 May 8-9 Jun 10-11
Creating Dashboards with Microsoft Excel	2 days	Jan 24-25 Feb 21-22 Mar 21-22	Apr 3-4 May 8-9 Jun 10-11
PROFESSIONAL DEVELOPMENT	Duration	Q1	Q2
Communications			
Effective Business Communication	2 days	Jan 9-10 Feb 29-Mar 1	Apr 3-4 May 8-9 Jun 10-11
Effective Technical Writing	2 days	Jan 11-12 Feb 15-16 Mar 13-14	Apr 22-23 May 27-28 Jun 20-21
Effective Virtual Meeting and Presentations New!	2 days	Feb 7-8 Mar 6-7	Apr 4-5 May 22-23 Jun 6-7

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Making Virtual Learning Workshop New!	2 days	Jan 22-23 Feb 26-27 Mar 26-27	Apr 15-16 May 15-16 Jun 13-14
Effective Presentation Skills	2 days	Jan 15-16 Feb 12-13 Mar 11-12	Apr 17-18 May 20-21 Jun 26-27
Emotional Intelligence	2 days	Jan 18-19 Feb 28-29 Mar 21-22	Apr 23-24 May 8-9 Jun 10-11
Customer Service	Duration	Q1	Q2
Customer Service at Work	3 days	Jan 24-26 Feb 26-28 Mar 25-27	Apr 24-26 May 22-24 Jun 24-26
Exceptional Customer Service	2 days	Jan 11-12 Feb 15-16 Mar 13-14	Apr 22-23 May 27-28 Jun 20-21
Telephone and Email Etiquette	1 day	Jan 25 Feb 26 Mar 26	Apr 29 May 24 Jun 21
Leadership	Duration	Q1	Q2
Coaching Clinic for Leaders and Managers	2 days	Jan 3-4 Feb 28-29 Mar 21-22	Apr 3-4 May 8-9 Jun 10-11
Problem Solving and Decision Making	2 days	Jan 31-Feb.1 Mar 13-14	Apr 22-23 May 27-28 Jun 20-21
Working with Teams	1 day	Jan 8 Feb 5 Mar 4	Apr 4 May 4 Jun 4
Leading Effective Meetings	2 days	Jan 8-9 Feb 29-Mar 1	Apr 16-17 May 29-30 Jun 25-26
Negotiation Skills	2 days	Jan 11-12 Feb 15-16 Mar 13-14	Apr 22-23 May 27-28 Jun 20-21

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Leading Leaders	2 days	Jan 15-16 Feb 14-15 Mar 25-26	Apr 18-19 May 20-21 Jun 18-19
Strategic Thinking, Planning and Implementing	2 days	Jan 15-16 Feb 14-15 Mar 25-26	Apr 18-19 May 20-21 Jun 18-19
Situational Leadership	2 days	Jan 10-11 Feb 12-13 Mar 11-12	Apr 15-16 May 15-16 Jun 10-11
Managing Change in Organization	2 days	Jan 8-9 Feb 7-8 Mar 6-7	Apr 4-5 May 22-23 Jun 6-7
Crucial Conversation	2 days	Jan 4-5 Feb 5-6 Mar 4-5	Apr 1-2 May 15-16 Jun 3-4
Operations	Duration	Q1	Q2
Key Accounts Management	2 days	Jan 4-5 Feb 5-6 Mar 4-5	Apr 1-2 May 15-16 Jun 3-4
Operations Management Basics	2 days	Jan 8-9 Feb 7-8 Mar 6-7	Apr 4-5 May 22-23 Jun 6-7
Workforce Management	2 days	Jan 10-11 Feb 12-13 Mar 11-12	Apr 15-16 May 15-16 Jun 10-11
Vendor Management	2 days	Jan 15-16 Feb 14-15 Mar 25-26	Apr 18-19 May 20-21 Jun 18-19
Completed Staff Work: Delivering Results Effectively	2 days	Jan 11-12 Feb 15-16 Mar 13-14	Apr 22-23 May 27-28 Jun 20-21

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REMINDER

- ✓ Prices are subject to change without prior notice.
- ✓ For other course inquiries not reflected in the above Training Schedule, please feel free to share the specific description, target date, profile/tenure and total number of participants. Kindly include the training expectations, so we can assess and help you deliver your training requirements.
- ✓ For Personal or self-sponsored enrollment
 - Submit the signed reservation form and wait for the email acknowledgement if the class is confirmed. The request for payment will be made once the class is confirmed to run. Kindly settle the total fee and send us the proof of payment three days before the schedule.
- ✓ Company Sponsored enrollment
 - Submit the signed reservation form and/or Purchase Order along with the BIR 2303 form and wait for the email acknowledgement if the class is confirmed. We can run an exclusive class with at least 8pax in one session for non-certification courses, while minimum of 10pax for training with corresponding exam.
- ✓ Bundled ITIL Exam Voucher for ITIL Global Certification Courses
 - Make sure to check the voucher details as it is valid for one year. Kindly access and schedule your examination ahead of time to avoid its expiration. We can't extend its expiration date, otherwise an additional charge will apply if you wish to take the examination.
- ✓ Rescheduling or Cancellation (Please review the policy stated in the Course Reservation Form or Training Proposal.)

Your Partner of Choice,

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