

**AKTUS GLOBAL MANAGEMENT INC.  
TRAINING DEPARTMENT  
Training Schedule DECEMBER 2009**

*"Strengthening Accountancy Profession for Greater Efficiency and be a Nation Building Block of Entrepreneurship"*

		Speaker	Venue	Remarks
<b>DECEMBER 2009</b>	<b>GENERAL</b>			
December 7 and 14, 2009	I. Basic Accounting and Simulation			
December 8-9, 2009 and December 15-16, 2009	II. Basic Tax Value Added Tax Withholding Taxes -Expanded Withholding Tax -Withholding Tax on Compensation -Withholding Tax at Source -Final Withholding Tax			
set by appointment	III. Use of Quickbooks Accounting Software (MYOB)			
<b>DECEMBER 2009</b>	<b>SOFT SKILLS TRAININGS</b>			
as the needs arises	I. Attitude			
	II. Time Management Skills			
	III. Stress Management Skills			
	IV. Communication Skills			
	Intensive Grammar Review			
	English Conversation Fluency			
	Intensive Pronunciation			
	V. Personality Improvement			
	<b>Management Development Program</b>			
	Organizational Skills			
	Leadership/Supervisory Skills			
	Customer Service			
	Project Management Skills			
	Problem Solving			
	Team Based Project Management			
	Strategic Planning			
	<b>INTERNAL AUDIT</b>			
	Professional Ethics / Attribute Standards			
	Risk Based Plan Audit			
	Corporate Governance			
	Internal Audit Roles and Responsibilities			
	Governance, Risk and Control Knowledge Elements			
	Engagement Planning			
	Conducting Engagements			
	Monitoring Engagements Outcomes			
	Fraud			
	Engagements Tools			
	Business Processes			
	Financial and Management Accounting to overcome			
	Basic Information Technology (IT) Audit (detailed as per Information Technology Controls			

*"A winner is someone who recognizes his God-given talents, works his tail off to develop them to skills, and uses these skills to accomplish his goals".*

prepared by: MBM

reviewed by: SBP

noted by: NUS