

## **SBF BUSINESS INSTITUTE**

### **Training Calendar (Jan to Apr 2011)**

<b>January</b>	
7 Jan	Workshop on Incoterms
11 Jan	Workshop on Goods & Services Tax(GST)
12 Jan	Workshop on Financial Reporting Standard (FRS) 21
14 Jan	Workshop on Corporate Tax
18 Jan	Seminar on Corporate Governance and Directors' Duties & Liabilities
21 Jan	Seminar on Business Crisis Mgmt Seminar - Leadership in Crisis Management- Preparedness for Office & Overseas Emergencies
24-25 Jan	Workshop on Letters of Credit-An Indepth Understanding for Importers and Exporters
27 Jan	Workshop on Understanding BizSAFE 3 & 4
<b>February</b>	
14 Feb	Workshop on Incoterms
14 Feb	Workshop on Boardroom 101 Series
15 Feb	Seminar on Negotiate, Draft and Manage Commercial Contracts
16 Feb	Workshop on Accounting for Long-Lived Assets
17 Feb	Breakfast Talk on Business Risk Management/Funding - Project & Structured Financing
18 Feb	Breakfast Talk on Business Risk Management - Fraud Risk Management
21-22 Feb	Workshop on Letters of Credit-An Indepth Understanding for Importers and Exporters
28 Feb	Workshop on Employment Law

<b>March</b>	
3 Mar	Workshop on Business Credit Management - Quick Assessments, Field Visits & Collections
7 & 25 Mar	Workshop on Board Room 101 series
8 Mar	Workshop on Goods & Services Tax(GST)
9-10 Mar	Workshop on bizSAFE Level 2
10-11 Mar	Workshop on UCP 600 & ISBP 2008
15 Mar	Seminar on Repatriation of Profits from China
18 Mar	Workshop on Financial Reporting Standards (FRS) Update
21 Mar	Workshop on Incoterms
22 Mar	Workshop on China Employment Contact Law
23 Mar	Workshop on Fundamentals of Business Credit Management (1) - Sound Practices & Cash Flow
25 Mar	Breakfast Talk on Business Risk Management- Internal Fraud
28 Mar	Workshop on Corporate Tax
<b>April</b>	
4 Apr	Workshop on Incoterms
6 Apr	Seminar on Business Outlook
14 Apr	Workshop on Fundamentals of Business Credit Management (2)- Operations, Mitigation Tools & Litigation
15 Apr	Workshop on Board Room 101 series
25 - 26 Apr	Workshop on Case Studies on 30 Pitfalls & Traps in Letters of Credits
20 Apr	Seminar on Mergers & Acquisitions
28 Apr	Workshop on Business Risk Management- Information Security Management
28 Apr	Seminar on Vietnam Taxation & Legal Issues

*\*Calendar is correct at time of of print\_ 20 Dec 2010*