



PROFESSIONAL DEVELOPMENT ONLINE PROGRAM

CLOUD BASED COLLABORATION AND PRODUCTIVITY TOOLS

www.escochecksacademy.com

JULY 29, 2022

Synchronous sessions via Zoom

Asynchronous sessions via access to the Escochecks Academy platform



CONTENT

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and Escochecks Academy*

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Escochecks Philippines is an accredited CPD provider granted by the Professional Regulation Commission



**ENROLL. LEARN.
SUCCEED.**

ABOUT ESCOCHECKS PHILIPPINES

Escochecks Philippines Company, Ltd. is a wholly owned subsidiary of Escochecks Inc. in the USA. Escochecks Philippines is a business service provider with core competencies in the fields of accounting, bookkeeping, finance, taxation, payroll, and HR, among others. We offer these services to our clients with the aim of being their partners in driving business growth and efficiencies.

ABOUT ESCOCHECKS ACADEMY

Escochecks Academy is the training arm of the Escochecks Group of Companies which handles accounting, bookkeeping, payroll, taxes & human resources functions for various businesses in Los Angeles, Las Vegas and Manila. The academy is also an accredited continuing professional development (CPD) provider under the Professional Regulation Commission (PRC) in the Philippines.

Currently, it is working on its accreditation with the Internal Revenue Service (IRS) and California Tax Education Council in the U.S.

Core to the academy's course offerings are continuing development programs which could help entrepreneurs and professionals manage their business and career opportunities better. We also offer introductory courses on how to use QuickBooks which is specially designed for SMEs who want to manage their finances on an integrated platform.

CLOUD BASED COLLABORATION AND PRODUCTIVITY TOOLS

Emails and phone calls still have their place in any business, but they're not always the best way to connect with employees, customers, or partners. This is where a cloud collaboration tool comes into play. Virtual Team collaboration is crucial for every part of a small business as cloud collaboration makes it easy to host meetings, have brainstorming sessions, walk through feedback, or get in touch with team members in whatever way you need, regardless of where that person (or group of people) is located. Cloud collaboration can make it easy for your team to share documents, files, and screens during meetings—and a whole lot more.

In this webinar, you will be introduced to cloud-based collaboration tools for communication with your team via video conferencing and team messaging, managing projects and tasks, co-creation with file sharing and edit-



PROGRAM OUTLINE

- I. Defining your own Productivity System
 - a. Jobs to do
 - b. What is Google Workspace?
 - c. Creating an Account
 - d. Collaboration is Key
- II. Productive System Essentials
 - a. Organization
 - b. Communication
 - c. Collaboration
- III. Productivity Tools
 - a. Individuals
 - b. Teams



**Atty. Sharon B. Millan,
CPA, CSEE, DPA**

Resource Person

Atty. Sharon Millan is a CPA lawyer and a career service executive eligible (CSEE) professional. She is a partner of Millan and Uy Accounting and a member of Jalbuna, Cataluña and Nunez Law Co. She is also the president of Farm Logic Corp. and serves as the corporate secretary as well as the finance and legal advisor for Data Viz PH Inc. She has ten years of combined teaching experience as an assistant professor in the College of Management, University of the Philippines Visayas and as a current faculty in the College of Law, University of San Agustin Iloilo.

At present, Atty Millan is affiliated with Integrated Bar of the Philippines (IBP) and Philippine Institute of Certified Public Accountants (PICPA). She served as the past president of PICPA - Iloilo chapter in 2016-2017. She is also a GoNegosyo mentor for business law, taxation and financial management.

Atty. Millan was recognized as one of the outstanding women of Iloilo City under the professional service category in March 2017. She also published an article with the Philippine Board of Accountancy Technical Journal.

Atty. Millan graduated from the University of the Philippines Visayas with a degree of Bachelor of Science in Accounting in 1996. She returned three years later to complete her Master of Management with a major in Public Management. She earned her doctorate in public administration from the University of the Philippines Diliman with a dissertation on design thinking and collaborative governance for public service innovation.



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Program Details:

July 29, 2022
Tuesday

1:00PM - 6:00PM via Zoom

Program Fee

Rate - ₱1,000

*Schedules and prices may change without prior notice

Register Now!

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