



Silver Oaks INSTITUTE

*Empowering Belize through Skills,
Standards, and Sustainable Growth*

www.silveroaksasset.com

Cor. St. Charles & St. Luke Streets, Belize City, Belize

ABOUT US



Our Mission

To elevate Belize's industries through accessible, high-quality training and certification programs, empowering individuals and organizations with the skills, knowledge, and sustainable practices necessary for professional excellence and economic growth.



Our Vision

To be a leading catalyst for Belize's industrial transformation, recognized for fostering a skilled, competitive, and sustainable workforce that drives service excellence, innovation, and inclusive growth across all sectors.



Our Purpose

To elevate the quality and competitiveness of Belize's industries by delivering essential training, fostering professional growth, and promoting sustainable practices, empowering individuals and establishments to contribute meaningfully to Belize's socio-economic development



Long-Term Goals

- **Increase Skill Competency:** Equip Belize's workforce with advanced, industry-standard skills.
- **Improve Service Quality:** Set higher benchmarks in service and professional standards across sectors.
- **Enhance Sustainability Practices:** Foster environmental and social sustainability in industry practices.
- **Contribute to Economic Growth:** Support Belize's economy by building a competitive, skilled workforce.
- **Develop Industry Recognition:** Establish certification programs that add credibility and validation to local professionals.



Our Core Values

Professionalism | Integrity | Growth
Sustainability

THE ORGANIZATION

Silver Oaks Institute Ltd is governed and comprised of three (3) members. Directors are appointed for an initial two-year term, which can be renewed.

MAP OF THE ORGANIZATION



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Teresita JUAN
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KEY PROGRAMS

PROFESSIONAL DEVELOPMENT TRAINING

- **Customizable Training Solutions:** Tailored sessions meet the unique needs of each business and industry.
- **Sample Topics:**
 - **Accounting & Bookkeeping:** Fundamentals, financial accuracy, and reporting best practices.
 - **Administration:** Effective office management and operational efficiency.
 - **Human Resources (HR):** Employee management, recruitment, and compliance.
 - **Payroll:** Payroll processing, record-keeping, and benefits management.
- **Industries Served:** Extensive experience across hospitality, tourism, retail, insurance, real estate, and more, with topics expandable to suit other sectors.



CERTIFICATION PROGRAMS

- **Long-Term Goal:** Developing certification programs that validate skill sets essential to professional standards.
- **Core Competencies:** Certifications will reflect high-demand skills in accounting, administration, HR, and payroll, emphasizing industry-standard qualifications.
- **Recognition and Growth:** Aimed at boosting credibility for professionals and enhancing their career prospects through certified expertise.



OUR APPROACH



Customized Training Solutions

We design and tailor training programs to address the unique challenges and goals of each client, allowing our sessions to align closely with industry-specific needs and organizational objectives.



Focus on Sustainability

Emphasizing environmental and social responsibility, our programs incorporate sustainable practices that are beneficial for businesses and communities, fostering a more resilient and eco-conscious workforce.



Outcome - Oriented

Our training aims for measurable results, with a clear focus on enhancing practical skills, service quality, and professional competencies, ensuring participants can directly apply new knowledge for immediate impact.

IMPACT & BENEFITS



For Individuals

- Improved employability
- Professional recognition
- Skill enhancement



For Businesses

- Higher standards
- Increased competitiveness,
- Better service delivery



For Belize

- Growth in tourism and hospitality standards
- Improved industry reputation
- Increased economic development

Other Particulars

OPERATIONS & FUNDING

Banking Partner:	Silver Oaks Institute will maintain its primary account with Belize Bank Ltd. (60 Market Square, Belize City, Belize), ensuring secure and reliable banking services.
Account Purpose:	This account will handle all contributions, operational funds, and expenses related to Silver Oaks' programs and activities.
Funds Access:	Authorized signatories will oversee withdrawals and fund allocations, ensuring transparency and alignment with the NPO's objectives.
Financial Oversight	Financial Oversight: Regular audits and financial reviews will maintain accountability in fund management.

SOURCE OF FUNDS

Hotel Industry Contributions:	Support from leading hotels and hospitality organizations in Belize, helping drive sector-wide improvement.
Grants from Private Organizations:	Funding from private entities and foundations committed to advancing skills and sustainable practices.
Strategic Partnerships:	Collaborations with businesses and educational institutions to expand training and resources.
Service Fees:	Revenue from training workshops offered at discounted rates, making skill development accessible to a broad audience.

USE OF FUNDS

Program Development:	Funding will support the creation and improvement of training modules, workshops, and certification programs tailored to industry needs.
Operational Costs:	Covers administrative costs, facility maintenance, and resources needed for day-to-day functioning.
Scholarships and Subsidies:	A portion of funds will enable discounted or free training for individuals and organizations with limited financial resources.

Other Particulars

USE OF FUNDS (cont.)

Community Outreach and Partnerships:	Investments to build connections, promote industry standards, and expand the institute's reach.
Sustainable Initiatives:	Dedicated funds to incorporate environmentally friendly practices in training and daily operations.

GEOGRAPHICAL SCOPE

Primary Focus:	Silver Oaks Institute will concentrate on in-person training and development across key regions in Belize, targeting areas with high hospitality and service activity.
Extended Reach:	With a dedicated e-learning platform, training programs will be accessible remotely, allowing individuals from anywhere in Belize—and beyond—to participate and gain skills.
Future Expansion:	Plans for regional partnerships aim to broaden access, enabling Silver Oaks to serve diverse communities across Central America.

FINANCE

Financial Year:	Silver Oaks Institute Ltd. operates on a standard financial period from January 1st to December 31st, ensuring annual transparency and alignment with regulatory reporting requirements.
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