

TRAINING CALENDAR 2012 | Management Training 2012 | Training Jakarta | Training Bandung

HR MANAGEMENT		D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AGT	SEP	OKT	NOP	DES	FEE
001	Human Resources Strategy	2	05-06		27-28		03-04		17-18		11-12		05-06		3.500
002	Human Resources Management	2	09-10		29-30		07-08		19-20		13-14		07-08		2.950
003	Human Resources Planning	2		07-08		19-20		11-12		27-28		11-12		03-04	3.500
004	Smart Interview, Selection, and Recruitment	2		09-10		17-18		13-14		29-30		09-10		05-06	2.950
005	NLP for Human Resources Communication	2	17-18		05-06		23-24		03-04		25-26		13-14		2.950
006	Training the Trainers	3	24-26		07-09		14-16		25-27		05-07		21-23		4.425
007	Performance Management & Appraisal	2		13-14		23-24		05-06		02-03		23-24		11-12	2.950
008	Job Analysis and Evaluation Techniques	2		15-16		25-26		07-08		27-28		03-04		13-14	2.950
009	A Guide to HR for New HR Staff	2	19-20		21-22		29-30		09-10		27-28		19-20		2.950
010	Finance Essentials for the HR Practitioner	2		21-22		03-04		21-22		07-08		23-24		17-18	2.950
011	Effective Solutions for Unacceptable Employee Behavior	2		23-24		05-06		19-20		09-10		15-16		19-20	2.950
MANAGERIAL AND SOFT SKILLS		D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AGT	SEP	OKT	NOP	DES	FEE
101	Basic Presentation Techniques for the Beginners	2	05-06		19-20		21-22		05-06		27-28		21-22		2.950
102	Professional Report Writing Techniques	2	09-10		21-22		23-24		19-20		25-26		05-06		2.950
103	Effective Delegation & Task Management	2		27-28		03-04		19-20		29-30		17-18		03-04	2.950
104	Effective Communication & Interpersonal Skills	2	11-12		07-08		15-16		03-04		11-12		27-28		2.950
105	Dealing with Difficult People	2	17-18		05-06		09-10		11-12		13-14		29-30		2.950
106	Handling Conflict at Work Place	2	25-26		15-16		29-30		05-06		17-18		07-08		2.950
107	Etiquette & Personal Image for Professionals	2		07-08		05-06		21-22		13-14		03-04		05-06	2.950
109	Negotiation Skills for Purchasing Officer	2	19-20		13-14		07-08		17-18		13-14		19-20		3.500
110	Basic Problem Solving Techniques	1	13		09		25		13		07		23		1.500
111	Problem Solving & Decision Making	2		09-10		17-18		25-26		15-16		09-10		17-18	2.950
112	Management Essentials	2		13-14		19-20		27-28		29-30		11-12		19-20	2.950
114	Negotiation Skills: Achieving Successful Outcomes	2	05-06		19-20		03-04		17-18		27-28		13-14		2.950
115	Team Building, Mentoring & Coaching Skills for Mgr & Spv	2		15-16		23-24		07-08		02-03		29-30		13-14	2.950
116	Advanced Communication Skills Workshop	2		21-22		25-26		05-06		27-28		17-18		11-12	2.950
117	Assertiveness Training	2	09-10		27-28		09-10		23-24		05-06		27-28		2.950
118	Basic of Time Management	1	27		09		11		16		21		09		1.500
119	Managerial Skills for Secretaries, Administration & Staff	2		23-24		11-12		25-26		09-10		29-30		05-06	2.950
120	Assertiveness Skills for Managers and Supervisors	1		17		27		15		31		19		07	1.500
121	Essentials of Finance & Accounting for Secretary & Admin	2	25-26		07-08		21-22		25-26		03-04		21-22		2.950
122	Understanding Financial Reports and Accounting Works	2		27-28		09-10		27-28		09-10		03-04		17-18	2.950
123	Effective Time Management Workshop	2		07-08		03-04		13-14		07-08		23-24		19-20	2.950
124	How to Write Effective Policies and Procedures	2	19-20		29-30		03-04		25-26		19-20		29-30		3.500
125	Effective Presentation Skills	2		09-10		05-06		27-28		27-28		09-10		13-14	2.950
SALES, SERVICES, AND MARKETING		D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AGT	SEP	OKT	NOP	DES	FEE
201	Smart Selling Techniques	2	05-06		21-22		09-10		03-04		11-12		27-28		2.950
202	Service Quality Awareness (Mindset)	2	09-10		19-20		29-30		05-06		13-14		29-30		2.950
203	Front-liner Basic Skills	2		27-28		03-04		11-12		02-03		29-30		11-12	2.950
206	Marketing for Non Marketers	1	13		26		11		13		21		09		1.500
208	Change Management in Competitive Business	1		29		13		18		06		19		21	1.500
210	Marketing Plan	2		23-24		05-06		19-20		27-28		23-24		03-04	2.950
211	The Outstanding Receptionist	1		17		27		29		06		05		10	1.500
212	Basic Telephone Skills	1	27		26		25		16		07		23		1.500
213	Selling Techniques for Banking Products	2		21-22		09-10		25-26		07-08		15-16		05-06	2.950
ADMINISTRATION AND SECRETARIAL SKILLS		D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AGT	SEP	OKT	NOP	DES	FEE
301	Secretarial Skills for the New Secretary	2	05-06		27-28		15-16		23-24		03-04		21-22		2.950
302	Administration Skills	2	11-12		29-30		07-08		25-26		05-06		19-20		2.950
303	Secretary Excellence	2		27-28		11-12		13-14		29-30		03-04		19-20	2.950
304	Professional Filing & Records Management	1		29		13		15		31		05		07	1.500
305	Effective Office Management	2	17-18		05-06		21-22		11-12		17-18		05-06		2.950
306	Professional Business Writing for Secretary & Admin	2	19-20		07-08		23-24		09-10		19-20		07-08		2.950
307	Best Practices for Personnel Assistants & HR Staff	2		07-08		25-26		21-22		27-28		17-18		03-04	2.950
308	Strategic Skills for Secretary & Administration Staff	2		09-10		23-24		05-06		13-14		15-16		05-06	2.950
309	How to Support Multiple Bosses	2		23-24		19-20		07-08		15-16		11-12		13-14	2.950
310	The Indispensable Secretaries & Administrative Assistant	2	25-26		21-22		15-16		19-20		25-26		13-14		2.950
311	The Conference for Secretaries & Administrative Assistant	1	27		09		14		27		21		12		1.500
MANAGEMENT LEADERSHIP DEVELOPMENT		D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AGT	SEP	OKT	NOP	DES	FEE
401	Moving from Staff Member to Supervisor	2	09-10		15-16		09-10		23-24		05-06		27-28		2.950
402	Basic Supervisory Skills	2	11-12		07-08		29-30		25-26		25-26		07-08		2.950
403	Leadership Skills for Supervisor	2		07-08		17-18		05-06		27-28		09-10		17-18	2.950
404	Management Skills for New Supervisors	2		09-10		19-20		11-12		29-30		11-12		19-20	2.950
405	Making the Transition to Management	2	17-18		27-28		03-04		11-12		19-20		29-30		2.950
406	Management Skills for New Managers	2	19-20		29-30		07-08		17-18		27-28		19-20		2.950
407	Successfully Managing People	2		21-22		09-10		25-26		09-10		29-30		03-04	2.950
408	Improving Your Managerial Effectiveness	2		23-24		11-12		27-28		13-14		17-18		11-12	2.950
409	The Leadership Challenge*	2	25-26		05-06		21-22		05-06		11-12		21-22		2.950
410	Leadership Skills: Building Success Through Teamwork	3		27-29		17-19		13-15		29-31		15-16		11-12	4.425
411	Creative Leadership Workshop	1		17		27		29		31		25		10	1.500
412	Leadership Skills for Women	2	05-06		13-14		23-24		19-20		03-04		13-14		2.950

■ Direncanakan di Bandung

Keterangan:

- Lokasi Pelaksanaan:
 - Jakarta: BeProfessionalTheClub – Suite 1710 Patra Office Tower 17th Floor atau Hotel Puri Denpasar /Twin Plaza/Ibis/Peninsula Hotel, dan lain-lain yang akan dikonfirmasi melalui undangan seminar.
 - Bandung: Grand SERITI, Golden Flower, BananaInn (KAGUM Group Hotels)/Aston Braga/Grand Preanger/Jayakarta/atau hotel lainnya yang akan dikonfirmasi melalui undangan seminar/training.
- Fee = Investment/Person (Rp.000) tidak termasuk pajak pemerintah (PPN dan PPh), akomodasi dan transportasi.
- Waktu Pelaksanaan: 09.00~16.00 incld 2xbreak @30' & lunch 60'
- Uraian lengkap mengenai topik-topik di atas dapat dilihat di <http://careertrack-training.com/> | <http://professionaltrainings.com/> | <http://seminar-information.com/blog/> | dan web associate kami lainnya.