

TRAINING CALENDAR 2010

HR Management		D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AGT	SEP	OKT	NOP	DES	FEE
001	Human Resources Strategy	2	07-08		25-26		11-12		07-08		23-24		09-10		2.750
002	Human Resources Management	2	05-06		23-24		17-18		29-30		21-22		03-04		2.750
003	Human Resources Planning	2		09-10		19-20		15-16		03-04		25-26		15-16	2.750
004	Smart Interview, Selection, and Recruitment	2		11-12		21-22		17-18		05-06		27-28		13-14	2.750
005	NLP for Human Resources Communication	2	11-12		03-04		19-20		27-28		29-30		15-16		2.750
006	Training the Trainers*	3	13-15		17-19		25-27		07-09		27-28		03-05		4.125
007	Performance Management & Appraisal*	2		15-16		27-28		07-08		23-24		19-20		09-10	2.750
008	Job Analysis and Evaluation Techniques*	2		17-18		29-30		09-10		25-26		21-22		21-22	2.750
009	A Guide to HR for New HR Staff*	2	19-20		29-30		25-26		05-06		23-24		11-12		2.750
010	Finance Essentials for the HR Practitioner*	2		03-04		13-14		29-30		19-20		05-06		21-22	2.750
011	Effective Solutions for Unacceptable Employee Behavior*	2		23-24		15-16		03-04		19-20		07-08		09-10	2.750
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	21-22		09-10		17-18		27-28		21-22		09-10		2.750
102	Professional Report Writing Techniques	2	25-26		11-12		19-20		29-30		23-24		11-12		2.750
103	Effective Delegation & Task Management	2		09-10		13-14		21-22		03-04		27-28		09-10	2.750
104	Effective Communication & Interpersonal Skills	2	05-06		17-18		25-26		05-06		27-28		15-16		2.750
105	Dealing with Difficult People	2	19-20		23-24		03-04		13-14		29-30		23-24		2.750
106	Handling Conflict at Work Place	2	21-22		25-26		05-06		15-16		21-22		25-26		2.750
107	Etiquette & Personal Image for Professionals	2		23-24		15-16		09-10		19-20		25-26		13-14	2.750
109	Negotiation Skills for Purchasing Officer	2	27-28		17-18		25-26		07-08		21-22		11-12		3.000
110	Basic Problem Solving Techniques*	1	29		19		27		09		20		05		1.500
111	Problem Solving & Decision Making*	2		17-18		07-08		23-24		03-04		19-20		15-16	2.750
112	Management Essentials*	2		15-16		05-06		21-22		05-06		21-22		13-14	2.750
114	Negotiation Skills: Achieving Successful Outcomes*	2	05-06		09-10		11-12		27-28		29-30		03-04		2.750
115	Team Building, Mentoring & Coaching Skills for Mgr & Spv*	2		09-10		19-20		15-16		23-24		05-06		21-22	2.750
116	Advanced Communication Skills Workshop*	2		11-12		21-22		17-18		25-26		07-08		21-22	2.750
117	Assertiveness Training*	2	07-08		17-18		25-26		07-08		21-22		23-24		2.750
118	Basic of Time Management*	1	29		19		27		09		20		22		1.500
119	Managerial Skills for Secretaries, Administration & Professional Staff*	2		23-24		07-08		23-24		19-20		13-14		09-10	2.750
120	Assertiveness Skills for Managers and Supervisors*	1		25		09		25		18		15		03	1.500
121	Essentials of Finance & Accounting for Secretary & Administration*	2	27-28		03-04		11-12		29-30		23-24		29-30		2.750
122	Understanding Financial Reports and How Accounting Really Works*	2		23-24		05-06		03-04		05-06		25-26		21-22	2.750
123	Effective Time Management Workshop*	2		03-04		27-28		29-30		03-04		27-28		09-10	2.750
124	How to Write Effective Policies and Procedures*	2	13-14		29-30		05-06		19-20		29-30		03-04		2.750
125	Effective Presentation Skills*	2		11-12		29-30		03-04		11-12		25-26		13-14	2.750
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		23-24		17-18		27-28		27-28		09-10		2.750
202	Service Quality Awareness (Mindset)	2	07-08		25-26		19-20		29-30		29-30		11-12		2.750
203	Front-liner Basic Skills	2		03-04		19-20		29-30		03-04		11-12		15-16	2.750
206	Marketing for Non Marketers	1	11-12		09-10		25-26		15-16		23-24		03-04		1.500
208	Change Management in Competitive Business*	1		25		23		11		13		29		23	1.500
210	Marketing Plan 2010*	2		23-24		21-22		17-18		11-12		27-28		21-22	2.750
211	The Outstanding Receptionist*	1		05		23		11		13		29		23	1.500
212	Basic Telephone Skills*	1	15		19		21		09		20		05		1.500
213	Selling Techniques for Banking Products*	2		09-10		27-28		15-16		05-06		21-22		09-10	2.750
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	11-12		23-24		03-04		13-14		21-22		11-12		2.750
302	Administration Skills	2	13-14		25-26		05-06		15-16		23-24		09-10		2.750
303	Secretary Excellence	2		17-18		21-22		09-10		19-20		27-28		15-16	2.750
304	Professional Filing & Records Management	1		19		23		11		18		29		17	1.500
305	Effective Office Management	2	19-20		09-10		17-18		05-06		27-28		15-16		2.750
306	Professional Business Writing for Secretary & Administrative	2	21-22		11-12		19-20		07-08		29-30		21-22		2.750
307	Best Practices for Personnel Assistants & HR Staff	2		15-16		07-08		29-30		11-12		05-06		09-10	2.750
308	Strategic Skills for Secretary & Administration Staff	2		09-10		27-28		21-22		09-10		07-08		13-14	2.750
309	How to Support Multiple Bosses*	2		11-12		29-30		23-24		03-04		21-22		21-22	2.750
310	The Indispensable Secretaries & Administrative Assistant*	2	27-28		17-18		05-06		21-22		21-22		03-04		2.750
311	The Conference for Secretaries & Administrative Assistant*	1	29		19		07		23		20		05		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	11-12		23-24		03-04		13-14		21-22		29-30		2.750
402	Basic Supervisory Skills	2	13-14		25-26		05-06		15-16		23-24		25-26		2.750
403	Leadership Skills for Supervisor	2		09-10		27-28		15-16		03-04		25-26		13-14	2.750
404	Management Skills for New Supervisors	2		11-12		29-30		17-18		05-06		27-28		15-16	2.750
405	Making the Transition to Management	2	19-20		09-10		17-18		05-06		27-28		09-10		2.750
406	Management Skills for New Managers	2	21-22		11-12		19-20		07-08		29-30		11-12		2.750
407	Successfully Managing People	2		15-16		05-06		21-22		09-10		05-06		21-22	2.750
408	Improving Your Managerial Effectiveness	2		17-18		07-08		23-24		11-12		07-08		23-24	2.750
409	The Leadership Challenge*	2	27-28		03-04		11-12		27-28		21-22		03-04		2.750
410	Leadership Skills: Building Success Through Teamwork*	3		23-25		21-23		03-05		19-21		13-15		09-11	4.125
411	Creative Leadership Workshop for Managers, Spv, and Team Leaders*	1		19		09		25		18		15		08	1.500
412	Leadership Skills for Women*	2	07-08		27-28		11-12		29-30		23-24		29-30		2.750

Keterangan:

- Lokasi Pelaksanaan:
 - Jakarta: BeProfessionalTheClub – Suite 1710 Patra Office Tower 17th Floor – Jakarta atau Hotel Sahid Jaya/Century/Twin Plaza/Ibis/Accor Hotel, dan lain-lain yang akan dikonfirmasi dalam undangan seminar
 - Bandung: Hotel Panghegar/Grand Preanger/Jayakarta/atau hotel lainnya yang akan dikonfirmasi melalui undangan seminar1.
- Fee = Investment/Person (Rp.000) termasuk makan siang dan 2x rehat kopi; tidak termasuk pajak, akomodasi dan transportasi.
- Waktu Pelaksanaan: 09.00 – 16.00 incld 2xbreak @30' & lunch 60'