

ITRAININGEXPERT GLOBAL PLT (LLP 0000201-LGN)

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LEADERSHIP, SUPERVISORY, COACHING							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	CHANGE MANAGEMENT FOR LEADERS				26-27		
2	COACHING AND MENTORING SKILLS	27-28					8-9
3	LEADERSHIP SKILLS FOR MANAGERS - 7 KEY TOOLS FOR NEW LEADERS		23-24			22-23	
4	TRANSFORMATIONAL LEADERSHIP - TRANSFORMING MANAGER INTO LEADERS				17-18		
FINANCE AND ACCOUNTING							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	ACCOUNTING FOR NON ACCOUNTANTS WITH GST		23-24				
2	BUDGETING AND CASH FLOW FORECASTING AND REPORTING				20-21		1-2
3	CREDIT MANAGEMENT AND DEBT COLLECTION STRATEGIES		10		19		
4	FINANCE FOR NON FINANCE MANAGERS	26-27	25-26	20-21			
5	GST ACCOUNTING TREATMENT AND TAX SUBMISSION (1 DAY)						15
6	HANDLING FULL SET OF ACCOUNTS AND THE GST FACTOR				24-25		
7	INTERPRET AND ANALYSE FINANCIAL STATEMENTS AND CASH FLOW ANALYSIS FOR BETTER DECISION MAKING			6-7		29-30	

SALES / MARKETING / TELESALES							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	ART OF COMMUNICATION AND CLOSING SALES					24-25	
2	BRAND DEVELOPMENT AND MANAGEMENT STRATEGIES				18-19		
3	MARKETING STRATEGIES 101			6			
4	POWER PACKED TELESALES		18-19				
5	SUCCESSFUL SELLING SKILLS				19-20	17-18	
NEGOTIATION							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	NEGOTIATE TO WIN; SECRETS TO IMPROVE YOUR NEGOTIATION EFFECTIVENESS		16-17				7-8
2	NEGOTIATE TO WIN; SECRETS TO IMPROVE YOUR NEGOTIATION SKILLS			22-23			
3	STRATEGIC NEGOTIATION AND DEAL MAKING			7-9		22-24	
BUSINESS, TECHNICAL, PR AND MINUTES WRITING SKILLS							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	COPYWRITING SKILLS INTENSIVE		23-24				
2	EMAIL AND REPORT WRITING SKILLS		25-26		13-14		5-6
3	MINUTES WRITING MADE EASY					10-11	
4	REPORT WRITING; HOW TO WRITE SIMPLY AND CLEARLY			6-7		17-18	
5	TECHNICAL REPORT WRITING AND PRESENTATION SKILLS FOR ENGINEERS AND TECHNICAL PERSONNEL				24-26	14-16	
6	TECHNICAL REPORT WRITING FOR ENGINEERS AND TECHNICAL PERSONNEL			26-27			
PRESENTATION SKILLS							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	PROFESSIONAL PRESENTATION SKILLS	28-29	24-25		26-27	24-25	1-2

INFLUENCING AND EMOTIONAL INTELLIGENCE							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	APPLYING EMOTIONAL INTELLIGENCE (EQ) AT WORK			29-30			
2	HYPNOTHERAPY PRACTITIONER CERTIFICATION- PART 3	29-30					
3	MANAGING EMOTION, CONFLICT AND CHANGE				17-18		
4	POSITIVE MENTAL ATTITUDE		29-30		24-25		6-7
COMMUNICATION							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	CROSS CULTURAL COMMUNICATION				11-12		
2	PERSUASIVE COMMUNICATION SKILLS			20-21			
CREATIVITY, CRITICAL THINKING AND PROBLEM SOLVING							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	8D PROBLEM SOLVING PROCESS					17-18	
2	CREATIVE AND CRITICAL THINKING FOR PROBLEM SOLVING				13-14		
PERSONAL EFFECTIVENESS AND PRODUCTIVITY							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	MANAGING TIME AND INCREASING WORK EFFICIENCY		29-30				
LEGAL, RISK AND BUSINESS MANAGEMENT							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	PERSONAL DATA PROTECTION ACT 2010 (PDPA)				13		
TRAIN THE TRAINER							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	TRAIN THE TRAINER CERTIFICATION					23-26	
CUSTOMER SERVICE AND TELEPHONE TECHNIQUES							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	EXCELLENT CUSTOMER SERVICE	21-22			25-26		
2	TELEPHONE TECHNIQUES AND HANDLING DIFFICULT CALLERS		16-17				

STRESS MANAGEMENT							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	STRESS MANAGEMENT RETREAT (3 DAYS) - BALI, INDONESIA					10-12	15-17
2	STRESS MANAGEMENT RETREAT (3 DAYS) - LANGKAWI		18-20				
OFFICE MANAGEMENT							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	ADMINISTRATIVE PROFESSIONAL SEMINAR 2016				27-28		
2	FILING AND RECORDS MANAGEMENT	29			18		
3	SECRETARIAL AND ADMINISTRATIVE SKILLS		17-18			9-10	
HUMAN RESOURCES							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	INTERVIEW SKILLS- INTERVIEW SKILLS- COMPETENCY AND BEHAVIORIAL BASED				18-19		15-16
2	MANAGING DISCIPLINE AT THE WORKPLACE				25-26		
3	MANAGING GENERATION GAPS AT THE WORKPLACE			26-27		3-4	
4	PEOPLE MANAGEMENT SKILLS - MANAGING DIFFERENT PERSONALITIES					10-11	
5	PERFORMANCE MANAGEMENT				18-19		
6	TRAINING NEEDS ANALYSIS		18-19				
PROJECT MANAGEMENT							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	PROJECT MANAGEMENT AND IMPLEMENTATION				27-28		
OPERATIONS AND RISK MANAGEMENT							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	OPERATION MANAGEMENT MASTERCLASS				20-21		

INFORMATION TECHNOLOGY							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	MICROSOFT EXCEL - ADVANCED						6-7
2	MICROSOFT EXCEL - BASIC		22		17		12
3	MICROSOFT EXCEL - INTERMEDIATE		23-24		18-19		13-14
4	MICROSOFT EXCEL- ADVANCED			8-9	20-21		15-16
ENVIRONMENT, SAFETY AND HEALTH (ESH)/ ISO / QUALITY							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	SCHEDULED WASTE MANAGEMENT		24			24	
SUPPLY CHAIN MANAGEMENT							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	SUPPLY CHAIN MANAGEMENT			20-21			13-14
BUSINESS ACUMEN							
NO	COURSE NAME	JULY	AUGUST	SEPT	OCT	NOV	DEC
1	BUSINESS ACUMEN FOR LEADERS					8-9	