

TRAINING CALENDAR 2024
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Category	Course Title	Date	Date
LEGAL	<u>Corporate Liability Provision: Anti Bribery & Anti-Corruption</u>	11/7/24	11/7/24
SOCIAL MEDIA & SEO	<u>Social Media Marketing and Branding Development</u>	11/7/24	12/7/24
INFORMATION TECHNOLOGY	<u>Microsoft Excel- Intermediate</u>	16/7/24	17/7/24
LEADERSHIP and SUPERVISORY	<u>Decision Making and Problem Solving Strategies</u>	16/7/24	17/7/24
LEADERSHIP and SUPERVISORY	<u>People Management Skills; Managing Different Personalities</u>	16/7/24	17/7/24
FINANCE AND ACCOUNTING	<u>Finance for Non-Finance Managers</u>	18/7/24	19/7/24
LEADERSHIP & SUPERVISORY	<u>Leadership Skills for Managers - 7 Key Tools</u>	18/7/24	19/7/24
FINANCE AND ACCOUNTING	<u>Effective Debt Collection & Credit Management</u>	23/7/24	23/7/24
ENVIRONMENT, SAFETY & HEALTH/ ISO / QUALITY	<u>KAIZEN Process of Continuous Improvement</u>	24/7/24	25/7/24
BUSINESS AND EMAIL WRITING SKILLS	<u>Email and Report Writing Skills</u>	24/7/24	25/7/24
INFORMATION TECHNOLOGY	<u>Power BI Desktop</u>	24/7/24	25/7/24
COMMUNICATION	<u>Colored Brain Communication for Leaders: Lead, Drive and Inspire Your Team</u>	25/7/24	26/7/24
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	<u>Managing e-Commerce Logistics & Fulfilment</u>	25/7/24	26/7/24
HUMAN RESOURCES	<u>Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures</u>	30/7/24	31/7/24
REPORT & PROPOSAL WRITING	<u>Technical Report Writing</u>	30/7/24	31/7/24
FINANCE AND ACCOUNTING	<u>Accounting for Non- Accountants</u>	30/7/24	31/7/24
NEGOTIATION	<u>Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness</u>	6/8/24	7/8/24
COMMUNICATION	<u>Cultural Diversity & Inclusion At the Workplace</u>	6/8/24	7/8/24
CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	<u>Think out of the Box & Problem Solving</u>	6/8/24	7/8/24
LEADERSHIP and SUPERVISORY	<u>Transformational Leadership with EQ</u>	7/8/24	8/8/24
FINANCE AND ACCOUNTING	<u>Budgeting and Cash Flow: Forecasting and Reporting</u>	7/8/24	8/8/24
FINANCE AND ACCOUNTING	<u>E-Invoicing for Professionals</u>	8/8/24	9/8/24

OFFICE MANAGEMENT	Managing Meetings and Minutes Writing Made Easy	8/8/24	9/8/24
COMMUNICATION	Emotional Intelligence for Managers (NLP)	8/8/24	9/8/24
OFFICE MANAGEMENT	Filing and Records Management	8/8/24	8/8/24
LEADERSHIP and SUPERVISORY	Stakeholder Management	8/8/24	9/8/24
CUSTOMER SERVICE AND TELEPHONE TECHNIQUES	Dealing with Difficult Customers	13/8/24	14/8/24
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Procurement Management (Source to Supply)	13/8/24	14/8/24
ENVIRONMENT, SAFETY AND HEALTH (ESH)/ ISO / QUALITY	Effective Incident Investigation & Reporting	13/8/24	14/8/24
ENVIRONMENT, SAFETY AND HEALTH (ESH)/ ISO / QUALITY	Scheduled Waste Management	15/8/24	15/8/24
COMMUNICATION	Business Communication	15/8/24	16/8/24
INFORMATION TECHNOLOGY	Microsoft Excel- Advanced	15/8/24	16/8/24
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Procurement & Vendor Negotiation Skills	15/8/24	16/8/24
HUMAN RESOURCES	HR for Non HR Managers	15/8/24	16/8/24
REPORT & PROPOSAL WRITING	Technical Report Writing	20/8/24	21/8/24
ENVIRONMENT, SAFETY AND HEALTH (ESH)/ ISO / QUALITY	HIRARC; Hazard Identification, Risk Assessment and Risk Control	22/8/24	22/8/24
LEADERSHIP & SUPERVISORY	High Performance Leadership For Corporate Leaders	27/8/24	28/8/24
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Supply Chain Management	4/9/24	5/9/24
Business Strategy	Positive Mental Attitude	4/9/24	5/9/24
Legal	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance	10/9/24	10/9/24
BUSINESS AND EMAIL WRITING SKILLS	Email and Report Writing Skills	10/9/24	11/9/24
SOCIAL MEDIA & SEO	Turning Data to Stories for Decision Making	11/9/24	12/9/24
NEGOTIATION	Strategic Contracts Negotiation And Deal Making	12/9/24	13/9/24
LEADERSHIP & SUPERVISORY	Supervisory Development Skills	12/9/24	13/9/24
FINANCE AND ACCOUNTING	Finance for Non-Finance Managers	18/9/24	19/9/24
INFORMATION TECHNOLOGY	Microsoft Excel- Intermediate	18/9/24	19/9/24
COMMUNICATION	Cross Cultural Communication	18/9/24	19/9/24
FINANCE AND ACCOUNTING	Effective Debt Collection & Credit Management	18/9/24	18/9/24
LEADERSHIP & SUPERVISORY	Winning Employee Engagement	18/9/24	19/9/24
HUMAN RESOURCES	Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)	19/9/24	20/9/24

FINANCE AND ACCOUNTING	<u>Handling Full Set of Accounts</u>	19/9/24	20/9/24
OFFICE MANAGEMENT	<u>Secretarial and Administrative Skills</u>	19/9/24	20/9/24
REPORT & PROPOSAL WRITING	<u>Proposal Writing Skills - Business and Technical</u>	24/9/24	25/9/24
HUMAN RESOURCES	<u>Managing Discipline at the Workplace</u>	26/9/24	27/9/24
HUMAN RESOURCES	<u>Certificate in Training Needs Analysis</u>	26/9/24	27/9/24
PRESENTATION SKILLS	<u>Professional Business Presentation Skills</u>	26/9/24	27/9/24
INFORMATION TECHNOLOGY	<u>Power Query & Power Pivot</u>	3/10/24	4/10/24
OFFICE MANAGEMENT	<u>Filing and Records Management</u>	3/10/24	3/10/24
FINANCE AND ACCOUNTING	<u>How To Read Financial Statements</u>	3/10/24	3/10/24
COMMUNICATION	<u>English Communication At Work</u>	8/10/24	9/10/24
FINANCE AND ACCOUNTING	<u>Interpret and Analyse Financial Statements and Cash Flow Analysis for Better Decision Making</u>	9/10/24	10/10/24
OFFICE MANAGEMENT	<u>Managing Time and Increasing Work Efficiency</u>	10/10/24	11/10/24
FINANCE AND ACCOUNTING	<u>Effective Debt Collection & Credit Management</u>	15/10/24	15/10/24
SALES	<u>Competitive Selling Skills</u>	15/10/24	16/10/24
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	<u>Strategic Planning and Execution; Turning Your Vision to Reality</u>	15/10/24	16/10/24
CUSTOMER SERVICE AND TELEPHONE TECHNIQUES	<u>Excellent Customer Service & Response to Complaints</u>	17/10/24	18/10/24
INFORMATION TECHNOLOGY	<u>Microsoft Excel- Advanced</u>	17/10/24	18/10/24
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	<u>Effective Inventory & Store Management</u>	17/10/24	18/10/24
HUMAN RESOURCES	<u>Interview Skills- Competency And Behaviorial Based</u>	22/10/24	23/10/24
COMMUNICATION	<u>NLP Coaching Skills for Managers</u>	22/10/24	23/10/24
FINANCE AND ACCOUNTING	<u>Accounting for Non- Accountants</u>	22/10/24	23/10/24
LEGAL	<u>Understanding Contract Clauses & Debt Recovery (Online)</u>	24/10/24	24/10/24
COMMUNICATION	<u>Persuasive & Influencing Skills Using NLP</u>	24/10/24	25/10/24
INFORMATION TECHNOLOGY	<u>Power BI Desktop</u>	28/10/24	29/10/24
LEADERSHIP & SUPERVISORY	<u>Innovative Leadership Skills For Managers</u>	28/10/24	28/10/24
COMMUNICATION	<u>StoryTelling Skills for Organisational Change</u>	4/11/24	5/11/24
LEADERSHIP and SUPERVISORY	<u>People Management Skills; Managing Different Personalities</u>	5/11/24	6/11/24
NEGOTIATION	<u>Negotiation Skills and Cost Optimization for Purchasing Professionals</u>	5/11/24	6/11/24

OFFICE MANAGEMENT	<u>Secretarial and Administrative Skills</u>	5/11/24	6/11/24
INFORMATION TECHNOLOGY	<u>Microsoft PowerPoint - Intermediate</u>	7/11/24	8/11/24
ENVIRONMENT, SAFETY AND HEALTH (ESH)/ ISO / QUALITY	<u>Scheduled Waste Management</u>	7/11/24	7/11/24
SOCIAL MEDIA & SEO	<u>Maximising ChatGPT for Marketing & Sales</u>	7/11/24	8/11/24
Legal	<u>Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance</u>	12/11/24	12/11/24
ENVIRONMENT, SAFETY AND HEALTH (ESH)/ ISO / QUALITY	<u>HIRARC; Hazard Identification, Risk Assessment and Risk Control</u>	12/11/24	12/11/24
COMMUNICATION	<u>Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team</u>	12/11/24	13/11/24
FINANCE AND ACCOUNTING	<u>Finance for Non-Finance Managers</u>	12/11/24	13/11/24
LEADERSHIP and SUPERVISORY	<u>Decision Making and Problem Solving Strategies</u>	12/11/24	13/11/24
COMMUNICATION	<u>Sales Strategy; How to Win & Retain Customers with NLP</u>	12/11/24	13/11/24
OPERATIONS AND RISK MANAGEMENT	<u>Effective QCC & 7 QC Tools</u>	12/11/24	13/11/24
LEADERSHIP and SUPERVISORY	<u>Stakeholder Management</u>	12/11/24	13/11/24
COMMUNICATION	<u>Business Communication</u>	12/11/24	13/11/24
LEGAL	<u>Corporate Liability Provision: Anti Bribery & Anti-Corruption</u>	12/11/24	13/11/24
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	<u>Strategic Procurement & Vendor Negotiation Skills</u>	12/11/24	13/11/24
CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	<u>Design Thinking for Innovation and Problem Solving</u>	14/11/24	15/11/24
HUMAN RESOURCES	<u>Managing Discipline at the Workplace</u>	14/11/24	15/11/24
SOCIAL MEDIA & SEO	<u>Social Media Marketing and Branding Development</u>	14/11/24	15/11/24
OFFICE MANAGEMENT	<u>Filing and Records Management</u>	14/11/24	14/11/24
INFORMATION TECHNOLOGY	<u>Microsoft Excel- Intermediate</u>	14/11/24	15/11/24
FINANCE AND ACCOUNTING	<u>E-Invoicing for Professionals</u>	18/11/24	19/11/24
SOCIAL MEDIA & SEO	<u>SEO and Google Analytics</u>	19/11/24	19/11/24
HUMAN RESOURCES	<u>HR for Non HR Managers</u>	19/11/24	20/11/24
SOCIAL MEDIA & SEO	<u>Mastering Graphic Design for Business Excellence</u>	19/11/24	20/11/24
NEGOTIATION	<u>Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness</u>	19/11/24	20/11/24
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	<u>Supply Chain Management</u>	19/11/24	20/11/24
INFORMATION TECHNOLOGY	<u>Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements</u>	19/11/24	20/11/24
FINANCE AND ACCOUNTING	<u>Mastering Accounting Skills for Manufacturing</u>	19/11/24	20/11/24

LOGISTICS, SUPPLY CHAIN, WAREHOUSE	<u>Strategic Sourcing</u>	20/11/24	21/11/24
LEADERSHIP and SUPERVISORY	<u>Transformational Leadership with EQ</u>	21/11/24	22/11/24
OPERATIONS AND RISK MANAGEMENT	<u>8D Problem Solving Process</u>	21/11/24	22/11/24
REPORT & PROPOSAL WRITING	<u>Report Writing; How to Write Simply and Clearly</u>	21/11/24	22/11/24
HUMAN RESOURCES	<u>Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures</u>	21/11/24	22/11/24
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	<u>Procurement Management (Source to Supply)</u>	21/11/24	22/11/24
REPORT & PROPOSAL WRITING	<u>Technical Report Writing</u>	26/11/24	27/11/24
LEADERSHIP and SUPERVISORY	<u>Strategic Management</u>	26/11/24	27/11/24
INFORMATION TECHNOLOGY	<u>Power Query & Power Pivot</u>	28/11/24	29/11/24
COMMUNICATION	<u>NLP Coaching Skills for Managers</u>	28/11/24	29/11/24
COMMUNICATION	<u>Emotional Intelligence for Managers (NLP)</u>	2/12/24	3/12/24
LEADERSHIP & SUPERVISORY	<u>Winning Employee Engagement</u>	3/12/24	4/12/24
REPORT & PROPOSAL WRITING	<u>Proposal Writing Skills - Business and Technical</u>	3/12/24	4/12/24
INFORMATION TECHNOLOGY	<u>Microsoft Excel- Intermediate</u>	3/12/24	4/12/24
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	<u>Strategic Procurement & Vendor Negotiation Skills</u>	3/12/24	4/12/24
HUMAN RESOURCES	<u>Interview Skills- Competency And Behavioral Based</u>	4/12/24	5/12/24
CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	<u>Think out of the Box & Problem Solving</u>	4/12/24	5/12/24
FINANCE AND ACCOUNTING	<u>Accounting for Non- Accountants</u>	4/12/24	5/12/24
LEADERSHIP & SUPERVISORY	<u>Supervisory Development Skills</u>	5/12/24	6/12/24
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	<u>Managing e-Commerce Logistics & Fulfilment</u>	5/12/24	6/12/24
OFFICE MANAGEMENT	<u>Managing Meetings and Minutes Writing Made Easy</u>	5/12/24	6/12/24
ENVIRONMENT, SAFETY AND HEALTH (ESH)/ ISO / QUALITY	<u>Effective Incident Investigation & Reporting</u>	5/12/24	6/12/24
FINANCE AND ACCOUNTING	<u>Handling Full Set of Accounts</u>	5/12/24	6/12/24
LEADERSHIP & SUPERVISORY	<u>Coaching and Mentoring Skills</u>	5/12/24	6/12/24
Legal	<u>Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance</u>	10/12/24	10/12/24
COMMUNICATION	<u>English Communication At Work</u>	12/12/24	13/12/24
FINANCE AND ACCOUNTING	<u>Budgeting and Cash Flow: Forecasting and Reporting</u>	12/12/24	13/12/24
INFORMATION TECHNOLOGY	<u>Microsoft Excel- Advanced</u>	12/12/24	13/12/24

BUSINESS AND EMAIL WRITING SKILLS	Email and Report Writing Skills	12/12/24	13/12/24
OFFICE MANAGEMENT	Administrative Professional Conference 2023	12/12/24	13/12/24
CUSTOMER SERVICE AND TELEPHONE TECHNIQUES	Dealing with Difficult Customers	12/12/24	13/12/24
SOCIAL MEDIA & SEO	Turning Data to Stories for Decision Making	17/12/24	18/12/24
PRESENTATION SKILLS	Professional Business Presentation Skills	17/12/24	18/12/24
NEGOTIATION	Strategic Contracts Negotiation And Deal Making	18/12/24	19/12/24
HUMAN RESOURCES	Certificate in Training Needs Analysis	19/12/24	20/12/24
COMMUNICATION	Persuasive & Influencing Skills Using NLP	19/12/24	20/12/24
LEADERSHIP & SUPERVISORY	Leadership Skills for Managers - 7 Key Tools	19/12/24	20/12/24
INFORMATION TECHNOLOGY	Power BI Desktop	30/12/24	31/12/24
FINANCE AND ACCOUNTING	Interpret and Analyse Financial Statements and Cash Flow Analysis for Better Decision Making	30/12/24	31/12/24
INFORMATION TECHNOLOGY	Leadership Skills for Managers - 7 Key Tools	30/12/24	31/12/24

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