

Updated 30 Dec 2022

PUBLIC TRAINING CALENDAR JANUARY - DECEMBER 2023



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corporate training and consultancy

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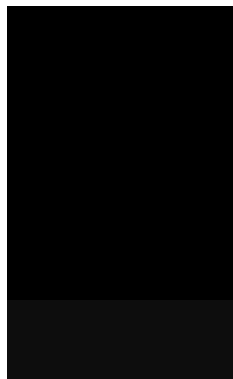
January	10/1/23	11/1/23	Leadership Skills for Managers - 7 Key Tools
January	10/1/23	11/1/23	Microsoft Excel- Intermediate
January	12/1/23	13/1/23	Excellent Customer Service & Response to Complaints
January	13/1/23	13/1/23	Power Query & Power Pivot
January	13/1/23	13/1/23	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance
January	10/1/23	11/1/23	Finance for Non-Finance Managers
January	17/1/23	18/1/23	Certificate in Training Needs Analysis
February	9/2/23	10/2/23	Decision Making and Problem Solving Strategies
February	9/2/23	9/2/23	Effective QCC & 7 QC Tools
February	9/2/23	10/2/23	Cultural Diversity & Inclusion At the Workplace
February	10/2/23	10/2/23	Corporate Liability Provision: Anti Bribery & Corruption
February	14/2/23	15/2/23	Strategic Procurement & Vendor Negotiation Skills
February	23/2/23	24/2/23	Sales Strategy; How to Win & Retain Customers with NLP
February	14/2/23	15/2/23	Stakeholder Management
February	14/2/23	15/2/23	Secretarial and Administrative Skills
February	22/2/23	22/2/23	Scheduled Waste Management
February	22/2/23	23/2/23	Microsoft Excel- Advanced
February	22/2/23	23/2/23	Handling Full Set of Accounts
March	1/3/23	2/3/23	Interview Skills- Competency And Behavioral Based
March	7/3/23	8/3/23	Transformational Leadership with EQ
March	2/3/23	2/3/23	Filing and Records Management
March	3/3/23	4/3/23	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements
March	3/3/23	3/3/23	Understanding Contract Clauses & Debt Recovery (Half day online)
March	3/3/23	3/3/23	Effective Debt Collection & Credit Management
March	7/3/23	8/3/23	Social Media Marketing and Branding Development
March	7/3/23	8/3/23	Procurement Management (Source to Supply)
March	8/3/23	9/3/23	Microsoft PowerPoint - Intermediate
March	9/3/23	10/3/23	Drafting & Negotiating Commercial Contracts : Review & Minimise Risk
March	14/3/23	15/3/23	Microsoft Excel-Intermediate
March	13/3/23	14/3/23	Competitive Selling Skills
March	13/3/23	14/3/23	Finance for Non-Finance Managers
March	7/3/23	8/3/23	Developing Mental Toughness & Adversity Quotient (AQ)
March	15/3/23	16/3/23	Effective Inventory & Store Management
March	15/3/23	16/3/23	Email and Report Writing Skills
March	15/3/23	16/3/23	Managing Discipline at the Workplace
March	21/3/23	22/3/23	HR for Non HR Managers
March	21/3/23	22/3/23	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness
March	21/3/23	22/3/23	Data Analysis with Excel Business Intelligence Tools
April	4/4/23	5/4/23	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures
April	4/4/23	5/4/23	Managing Meetings and Minutes Writing Made Easy
April	25/4/23	26/4/23	Persuasive & Influencing Skills Using NLP
April	4/4/23	5/4/23	Leadership Skills for Managers - 7 Key Tools
April	4/4/23	5/4/23	Accounting for Non- Accountants
April	6/4/23	7/4/23	Strategic Procurement & Vendor Negotiation Skills
April	6/4/23	7/4/23	Supervisory Development Skills
April	6/4/23	7/4/23	Emotional Intelligence for Managers (NLP)
April	11/4/23	12/4/23	Agile Project Management
April	13/4/23	13/4/23	Credit Evaluation & Fraud Protection
April	11/4/23	12/4/23	Certificate in Training Needs Analysis
April	11/4/23	12/4/23	Engage Your Audience Online

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April	11/4/23	12/4/23	Professional Business Presentation Skills
May	9/5/23	10/5/23	Effective Inventory & Store Management
May	16/5/23	17/5/23	Coaching and Mentoring Skills
May	11/5/23	11/5/23	Scheduled Waste Management
May	17/5/23	18/5/23	Managing Time and Increasing Work Efficiency
May	12/5/23	12/5/23	Power Query & Power Pivot
May	16/5/23	17/5/23	Business Communication
May	16/5/23	17/5/23	Technical Report Writing for Engineers and Technical Personnel
May	16/5/23	17/5/23	Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)
May	18/5/23	19/5/23	StoryTelling Skills for Organisational Change
May	18/5/23	19/5/23	Microsoft Excel- Advanced
May	23/5/23	24/5/23	Strategic Contracts Negotiation And Deal Making
May	23/5/23	24/5/23	Power BI Desktop
May	23/5/23	24/5/23	Power BI Mobile
May	23/5/23	24/5/23	Interview Skills- Competency And Behavioral Based
May	25/5/23	25/5/23	Debt Collection Through Phone
May	25/5/23	26/5/23	Sales Strategy; How to Win & Retain Customers with NLP
May	30/5/23	31/5/23	Finance for Non-Finance Managers
May	30/5/23	31/5/23	Administrative Professional Conference 2023
May	30/5/23	31/5/23	Negotiation Skills and Cost Optimization for Purchasing Professionals
May	30/5/23	30/5/23	8D Problem Solving Process
June	6/6/23	7/6/23	Proposal Writing Skills - Business and Technical
June	6/6/23	7/6/23	Stakeholder Management
June	6/6/23	7/6/23	Secretarial and Administrative Skills
June	13/6/23	14/6/23	Report Writing; How to Write Simply and Clearly
June	13/6/23	13/6/23	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance
June	14/6/23	15/6/23	Effective Presentation & Influencing Skills Using NLP
June	13/6/23	14/6/23	NLP Coaching Skills for Managers
June	15/6/23		
June	15/6/23	16/6/23	Handling Full Set of Accounts
June	15/6/23	16/6/23	Strategic Planning and Execution; Turning Your Vision to Reality
June	20/6/23	21/6/23	Data Analysis with Excel Business Intelligence Tools
June	20/6/23	20/6/23	Effective QCC & 7 QC Tools
June	20/6/23	21/6/23	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements
June	20/6/23	21/6/23	Strategic Management
June	22/6/23	23/6/23	Excellent Customer Service & Response to Complaints
June	22/6/23	23/6/23	Effective Communication, Creative Thinking and Problem Solving for Engineers
July	5/7/23	6/7/23	Microsoft PowerPoint - Intermediate
July	26/7/23	27/7/23	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team
July	11/7/23	11/7/23	Corporate Liability Provision: Anti Bribery & Anti-Corruption
July	11/7/23	12/7/23	Sales Strategy; How to Win & Retain Customers with NLP
July	11/7/23	12/7/23	Social Media Marketing and Branding Development
July	13/7/23	14/7/23	Microsoft Excel- Intermediate
July	13/7/23	14/7/23	Decision Making and Problem Solving Strategies
July	17/7/23	18/7/23	People Management Skills; Managing Different Personalities
July	17/7/23	18/7/23	Finance for Non-Finance Managers
July	17/7/23	18/7/23	Strategic Contracts Negotiation And Deal Making
July	20/7/23	21/7/23	Leadership Skills for Managers - 7 Key Tools
July	20/7/23	21/7/23	Email and Report Writing Skills
July	20/7/23	20/7/23	Effective Debt Collection & Credit Management
July	25/7/23	27/7/23	Power BI Desktop
July	25/7/23	26/7/23	Power BI Mobile
July	26/7/23	27/7/23	Accounting for Non- Accountants
July	25/7/23	26/7/23	Professional Business Presentation Skills
July	26/7/23	27/7/23	Developing Mental Toughness & Adversity Quotient (AQ)
July	26/7/23	26/7/23	Filing and Records Management
July	26/7/23	27/7/23	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness
July	26/7/23	27/7/23	Budgeting and Cash Flow: Forecasting and Reporting
August	3/8/23	4/8/23	Drafting & Negotiating Commercial Contract; Review & Miminise Risk
August	3/8/23	4/8/23	Procurement Management (Source to Supply)
August	3/8/23	4/8/23	Effective Incident Investigation & Reporting
August	2/8/23	3/8/23	Cultural Diversity & Inclusion At the Workplace
August	2/8/23	3/8/23	Managing Meetings and Minutes Writing Made Easy

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August	2/8/23	3/8/23	Finance for Non-Finance Managers
August	8/8/23	9/8/23	High Performance Leadership For Corporate Leaders
August	8/8/23	8/8/23	Understanding Contract Clauses to Prevent Bad Debt & Legal Process (Online)
August	8/8/23	9/8/23	Change Management for Leaders
August	10/8/23	11/8/23	Managing e-Commerce Logistics & Fulfilment
August	10/8/23	11/8/23	Emotional Intelligence for Managers (NLP)
August	10/8/23	10/8/23	Scheduled Waste Management
August	15/8/23	16/8/23	Business Communication
August	15/8/23	16/8/23	Microsoft Excel- Advanced
August	15/8/23	16/8/23	Strategic Procurement & Vendor Negotiation Skills
August	16/8/23	17/8/23	Agile Project Management
August	16/8/23	17/8/23	HR for Non HR Managers
August	22/8/23	23/8/23	Data Analysis with Excel Business Intelligence Tools
August	23/8/23	24/8/23	Think out of the Box & Problem Solving
September	5/9/23	6/9/23	Effective Contracts Negotiation
September	5/9/23	6/9/23	Email and Report Writing Skills
September	5/9/23	6/9/23	Managing Discipline at the Workplace
September	7/9/23	8/9/23	Positive Mental Attitude
September	7/9/23	8/9/23	Supply Chain Management
September	7/9/23	7/9/23	Credit Evaluation & Fraud Protection
September	12/9/23	13/9/23	Service Level Agreements (SLA); Understanding Buyers and Vendor Roles
September	12/9/23	13/9/23	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team
September	12/9/23	13/9/23	Certificate in Training Needs Analysis
September	14/9/23	15/9/23	Handling Full Set of Accounts
September	14/9/23	15/9/23	Proposal Writing Skills - Business and Technical
September	14/9/23	14/9/23	Effective Debt Collection & Credit Management
September	19/9/23	20/9/23	Microsoft Excel - Intermediate
September	19/9/23	20/9/23	Strategic Sourcing
September	19/9/23	20/9/23	Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)
September	21/9/23	22/9/23	Professional Business Presentation Skills
September	21/9/23	21/9/23	Power Query & Power Pivot
September	21/9/23	21/9/23	Filing and Records Management
September	26/9/23	27/9/23	English Communication At Work
September	26/9/23	26/9/23	8D Problem Solving Process
September	26/9/23	27/9/23	Turning Data to Stories for Decision Making
October	5/10/23	6/10/23	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness
October	5/10/23	6/10/23	Strategic Planning For HR Specialists
October	18/10/23	19/10/23	Persuasive & Influencing Skills Using NLP
October	10/10/23	11/10/23	Data Analysis with Excel Business Intelligence Tools
October	10/10/23	11/10/23	Interview Skills- Competency And Behavioral Based
October	10/10/23	11/10/23	Technical Report Writing for Engineers and Technical Personnel
October	10/10/23	11/10/23	Coaching and Mentoring Skills
October	11/10/23	12/10/23	Competitive Selling Skills
October	11/10/23	12/10/23	Strategic Planning and Execution; Turning Your Vision to Reality
October	11/10/23	11/10/23	Engage Your Audience Online
October	23/10/23	24/10/23	Managing Time and Increasing Work Efficiency
October	17/10/23	17/10/23	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance
October	17/10/23	17/10/23	Effective Debt Collection & Credit Management
October	19/10/23	20/10/23	Excellent Customer Service & Response to Complaints
October	19/10/23	20/10/23	Microsoft Excel- Advanced
October	19/10/23	20/10/23	Effective Inventory & Store Management
October	19/10/23	20/10/23	Leadership Skills for Managers - 7 Key Tools
October	24/10/23	25/10/23	Negotiation Skills and Cost Optimization for Purchasing Professionals
October	24/10/23	24/10/23	Understanding Contract Clauses to Prevent Bad Debt & Legal Process (Online)
October	25/10/23	26/10/23	Power BI Desktop
October	25/10/23	27/10/23	Power BI Mobile
October	26/10/23	27/10/23	Developing Mental Toughness & Adversity Quotient (AQ)
October	30/10/23	31/10/23	People Management Skills; Managing Different Personalities
October	30/10/23	31/10/23	Secretarial and Administrative Skills
November	7/11/23	8/11/23	Risk Management & Assessment Tools At The Workplace
November	7/11/23	8/11/23	Strategic Management
November	7/11/23	7/11/23	Power Query & Power Pivot
November	8/11/23	9/11/23	Report Writing - Simply & Clearly

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November	1/11/23	2/11/23	NLP Coaching Skills for Managers
November	8/11/23	9/11/23	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures
November	8/11/23	9/11/23	Procurement Management (Source to Supply)
November	9/11/23	10/11/23	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements
November	9/11/23	10/11/23	Drafting & Negotiating Commercial Contracts : Review & Minimise Risk
November	9/11/23	9/11/23	Debt Collection Through Phone
November	14/11/23	15/11/23	HR for Non HR Managers
November	14/11/23	15/11/23	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness
November	14/11/23	15/11/23	Supply Chain Management
November	15/11/23	15/11/23	Filing and Records Management
November	15/11/23	16/11/23	Microsoft Excel-Intermediate
November	15/11/23	16/11/23	Transformational Leadership with EQ
November	16/11/23	17/11/23	Strategic Procurement & Vendor Negotiation Skills
November	16/11/23	17/11/23	Finance for Non-Finance Managers
November	16/11/23	17/11/23	Social Media Marketing and Branding Development
November	21/11/23	22/11/23	Stakeholder Management
November	21/11/23	22/11/23	Business Communication
November	21/11/23	21/11/23	Corporate Liability Provision: Anti Bribery & Anti-Corruption
November	23/11/23	24/11/23	Sales Strategy; How to Win & Retain Customers with NLP
November	23/11/23	24/11/23	Social Media Marketing and Branding Development
November	23/11/23	24/11/23	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team
November	27/11/23	28/11/23	Decision Making and Problem Solving Strategies
November	28/11/23	28/11/23	Scheduled Waste Management
November	29/11/23	30/11/23	StoryTelling Skills for Organisational Change
December	6/12/23	7/12/23	Persuasive & Influencing Skills Using NLP
December	5/12/23	6/12/23	Accounting for Non- Accountants
December	5/12/23	6/12/23	Certificate in Training Needs Analysis
December	6/12/23	7/12/23	Leadership Skills for Managers - 7 Key Tools
December	6/12/23	7/12/23	Power BI Desktop
December	6/12/23	8/12/23	Power BI Mobile
December	7/12/23	8/12/23	Turning Data to Stories for Decision Making
December	7/12/23	8/12/23	Professional Business Presentation Skills
December	13/12/23	14/12/23	Budgeting and Cash Flow: Forecasting and Reporting
December	13/12/23	14/12/23	Microsoft Excel- Advanced
December	13/12/23	14/12/23	Email and Report Writing Skills
December	13/12/23	14/12/23	Administrative Professional Conference 2023
December	14/12/23	15/12/23	Coaching and Mentoring Skills
December	19/12/23	20/12/23	Emotional Intelligence for Managers (NLP)
December	19/12/23	20/12/23	Effective Incident Investigation & Reporting
December	19/12/23	20/12/23	Handling Full Set of Accounts
December	19/12/23	19/12/23	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance
December	20/12/23	21/12/23	Microsoft Excel-Intermediate
December	20/12/23	21/12/23	Supervisory Development Skills
December	20/12/23	21/12/23	Strategic Procurement & Vendor Negotiation Skills

* Training events organised by iTrainingExpert.com are subject to change



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Vincent Chin
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