

Updated 10 May 2022

## PUBLIC TRAINING CALENDAR JANUARY - DECEMBER 2022



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\*Please click on the courses to Download Brochure & Register Online

|      |         |         |   |
|------|---------|---------|---|
| May  | 16/5/22 | 17/5/22 | <a href="#">Effective Inventory &amp; Store Management</a>  |
| May  | 17/5/22 | 18/5/22 | <a href="#">Coaching and Mentoring Skills</a>   |
| May  | 30/5/22 | 31/5/22 | <a href="#">Microsoft Excel- Intermediate</a>   |
| May  | 18/5/22 | 18/5/22 | <a href="#">Understanding Contract Clauses to Prevent Bad Debt &amp; Legal Process (Online)</a>         |
| May  | 19/5/22 | 19/5/22 | <a href="#">Scheduled Waste Management</a>  |
| May  | 19/5/22 | 20/5/22 | <a href="#">Managing Time and Increasing Work Efficiency</a>  |
| May  | 19/5/22 | 19/5/22 | <a href="#">Power Query &amp; Power Pivot</a>   |
| May  | 19/5/22 | 20/5/22 | <a href="#">Business Communication</a>  |
| May  | 24/5/22 | 25/5/22 | <a href="#">Technical Report Writing for Engineers and Technical Personnel</a>                          |
| May  | 24/5/22 | 25/5/22 | <a href="#">Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)</a> |
| May  | 24/5/22 | 25/5/22 | <a href="#">StoryTelling Skills for Organisational Change</a>   |
| May  | 26/5/22 | 27/5/22 | <a href="#">Strategic Contracts Negotiation And Deal Making</a>   |
| May  | 26/5/22 | 27/5/22 | <a href="#">Interview Skills- Competency And Behavioral Based</a>                                       |
| May  | 30/5/22 | 30/5/22 | <a href="#">Debt Collection Through Phone</a>   |
| May  | 30/5/22 | 31/5/22 | <a href="#">Finance for Non-Finance Managers</a>  |
| May  | 30/5/22 | 31/5/22 | <a href="#">Negotiation Skills and Cost Optimization for Purchasing Professionals</a>                   |
| May  | 30/5/22 | 30/5/22 | <a href="#">8D Problem Solving Process</a>  |
| May  | 31/5/22 | 1/6/22  | <a href="#">Leadership Skills for Managers - 7 Key Tools</a>  |
| June | 1/6/22  | 2/6/22  | <a href="#">Microsoft Excel- Advanced</a>   |
| June | 1/6/22  | 2/6/22  | <a href="#">Competitive Selling Skills</a>  |
| June | 2/6/22  | 3/6/22  | <a href="#">Proposal Writing Skills - Business and Technical</a>  |
| June | 7/6/22  | 8/6/22  | <a href="#">Secretarial and Administrative Skills</a>   |
| June | 7/6/22  | 8/6/22  | <a href="#">Business Analysis for Decision Making</a>   |
| June | 7/6/22  | 8/6/22  | <a href="#">Report Writing; How to Write Simply and Clearly</a>   |
| June | 7/6/22  | 7/6/22  | <a href="#">Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance</a> |
| June | 9/6/22  | 10/6/22 | <a href="#">Effective Presentation &amp; Influencing Skills Using NLP</a>                               |
| June | 9/6/22  | 10/6/22 | <a href="#">Handling Full Set of Accounts</a>   |
| June | 9/6/22  | 10/6/22 | <a href="#">Strategic Planning and Execution; Turning Your Vision to Reality</a>                        |
| June | 9/6/22  | 10/6/22 | <a href="#">Power BI (2 days)</a>   |
| June | 9/6/22  | 10/6/22 | <a href="#">Effective QCC &amp; 7 QC Tools</a>  |
| June | 9/6/22  | 10/6/22 | <a href="#">Excellent Customer Service &amp; Response to Complaints</a>                                 |
| June | 13/6/22 | 14/6/22 | <a href="#">Excel Business Intelligence Tools</a>   |
| June | 14/6/22 | 15/6/22 | <a href="#">Effective Communication, Creative Thinking and Problem Solving for Engineers</a>            |
| June | 14/6/22 | 15/6/22 | <a href="#">Accounting for Non- Accountants</a>   |
| June | 16/6/22 | 17/6/22 | <a href="#">Sales Coaching for High Performance</a>   |
| June | 16/6/22 | 17/6/22 | <a href="#">Microsoft PowerPoint - Intermediate</a>   |
| June | 16/6/22 | 17/6/22 | <a href="#">Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team</a>              |
| June | 21/6/22 | 22/6/22 | <a href="#">Oral English and Better Grammar for Business</a>  |
| June | 21/6/22 | 22/6/22 | <a href="#">Finance for Non-Finance Managers</a>  |
| June | 22/6/22 | 23/6/22 | <a href="#">Drafting &amp; Negotiating Commercial Contract; Review &amp; Miminise Risk</a>              |
| June | 28/6/22 | 28/6/22 | <a href="#">Corporate Liability Provision: Anti Bribery &amp; Anti-Corruption</a>                       |
| June | 28/6/22 | 29/6/22 | <a href="#">Sales Strategy; How to Win &amp; Retain Customers with NLP</a>                              |
| June | 28/6/22 | 29/6/22 | <a href="#">Professional Business Presentation Skills</a>   |
| June | 29/6/22 | 29/6/22 | <a href="#">Filing and Records Management</a>   |
| June | 29/6/22 | 30/6/22 | <a href="#">Adobe Illustrator Intensive</a>   |
| June | 30/6/22 | 1/7/22  | <a href="#">Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness</a>                     |
| July | 4/7/22  | 5/7/22  | <a href="#">Excel Business Intelligence Tools</a>   |
| July | 5/7/22  | 6/7/22  | <a href="#">Turning Data to Stories for Decision Making</a>   |
| July | 5/7/22  | 6/7/22  | <a href="#">Developing Mental Toughness &amp; Adversity Quotient (AQ)</a>                               |
| July | 7/7/22  | 8/7/22  | <a href="#">Stakeholder Management</a>  |

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|--|-----------|-----------|--|
| July   | 7/7/22    | 8/7/22    | <a href="#">Report Writing; How to Write Simply and Clearly</a>  |
| July   | 13/7/22   | 14/7/22   | <a href="#">Power BI (2 days)</a>  |
| July   | 14/7/2022 | 15/7/2022 | <a href="#">Social Media Marketing and Branding Development</a>  |
| July   | 13/7/22   | 15/7/22   | <a href="#">Power BI (3 days)</a>  |
| July   | 18/7/22   | 23/7/22   | <a href="#">Train The Trainer Certification</a>  |
| July   | 18/7/22   | 19/7/22   | <a href="#">Microsoft Excel- Intermediate</a>  |
| July   | 19/7/22   | 20/7/22   | <a href="#">Decision Making and Problem Solving Strategies</a>   |
| July   | 21/7/22   | 22/7/22   | <a href="#">Cultural Diversity &amp; Inclusion At the Workplace (Online)</a>                                 |
| July   | 26/7/22   | 27/7/22   | <a href="#">People Management Skills; Managing Different Personalities</a>                                   |
| July   | 26/7/22   | 27/7/22   | <a href="#">Finance for Non-Finance Managers</a>   |
| July   | 26/7/22   | 27/7/22   | <a href="#">Strategic Contracts Negotiation And Deal Making</a>  |
| July   | 28/7/22   | 29/7/22   | <a href="#">Leadership Skills for Managers - 7 Key Tools</a>   |
| July   | 28/7/22   | 29/7/22   | <a href="#">Email and Report Writing Skills</a>  |
| July   | 29/7/22   | 30/7/22   | <a href="#">Debt Collection Through Credit Management And Legal Process</a>                                  |
| August   | 2/8/22    | 3/8/22    | <a href="#">Procurement Management (Source to Supply)</a>  |
| August   | 2/8/22    | 3/8/22    | <a href="#">Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness</a>                          |
| August   | 3/8/22    | 4/8/22    | <a href="#">Pengurusan Gudang, Stor &amp; Inventori Yang Berkesan</a>  |
| August   | 4/8/22    | 5/8/22    | <a href="#">Managing Meetings and Minutes Writing Made Easy</a>  |
| August   | 9/8/22    | 10/8/22   | <a href="#">High Performance Leadership For Corporate Leaders- 7 High Key Performance Indicators</a>         |
| August   | 9/8/22    | 9/8/22    | <a href="#">Understanding Contract Clauses to Prevent Bad Debt &amp; Legal Process (Online)</a>              |
| August   | 9/8/22    | 10/8/22   | <a href="#">Employment Law - Understanding Grievance Handling, Disciplinary &amp; Termination Procedures</a> |
| August   | 11/8/22   | 12/8/22   | <a href="#">Change Management for Leaders</a>  |
| August   | 16/8/22   | 17/8/22   | <a href="#">Managing e-Commerce Logistics &amp; Fulfilment</a>   |
| August   | 16/8/22   | 17/8/22   | <a href="#">Emotional Intelligence for Managers (NLP)</a>  |
| August   | 17/8/22   | 18/8/22   | <a href="#">Sales Coaching for High Performance</a>  |
| August   | 17/8/22   | 17/8/22   | <a href="#">Scheduled Waste Management</a>   |
| August   | 18/8/22   | 19/8/22   | <a href="#">Business Communication</a>   |
| August   | 18/8/22   | 18/8/22   | <a href="#">Understanding Contract Clauses &amp; Debt Recovery (Half day online)</a>                         |
| August   | 18/8/22   | 19/8/22   | <a href="#">Microsoft Excel- Advanced</a>  |
| August   | 22/8/22   | 23/8/22   | <a href="#">Finance for Non-Finance Managers</a>   |
| August   | 22/8/22   | 23/8/22   | <a href="#">Effective Inventory &amp; Store Management</a>   |
| August   | 23/8/22   | 24/8/22   | <a href="#">Project Management and Implementation; Going Practical and Beyond PMI Best Practices</a>         |
| August   | 25/8/22   | 26/8/22   | <a href="#">Excel Business Intelligence Tools</a>  |
| August   | 25/8/22   | 26/8/22   | <a href="#">Think out of the Box &amp; Problem Solving</a>   |
| September  | 1/9/22    | 2/9/22    | <a href="#">Effective Contracts Negotiation</a>  |
| September  | 1/9/22    | 2/9/22    | <a href="#">Email and Report Writing Skills</a>  |
| September  | 6/9/22    | 7/9/22    | <a href="#">Managing Discipline at the Workplace</a>   |
| September  | 6/9/22    | 7/9/22    | <a href="#">Business Acumen Skills</a>   |
| September  | 6/9/22    | 7/9/22    | <a href="#">Positive Mental Attitude</a>   |
| September  | 8/9/22    | 9/9/22    | <a href="#">Social Media Marketing and Branding Development</a>  |
| September  | 8/9/22    | 9/9/22    | <a href="#">Service Level Agreements (SLA); Understanding Buyers and Vendor Roles</a>                        |
| September  | 8/9/22    | 9/9/22    | <a href="#">Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team</a>                   |
| September  | 12/9/22   | 13/9/22   | <a href="#">Excel Business Intelligence Tools</a>  |
| September  | 13/9/22   | 14/9/22   | <a href="#">Proposal Writing Skills - Business and Technical</a>   |
| September  | 13/9/22   | 14/9/22   | <a href="#">Social Media Marketing and Branding Development</a>  |
| September  | 14/9/22   | 15/9/22   | <a href="#">Handling Full Set of Accounts</a>  |
| September  | 14/9/22   | 15/9/22   | <a href="#">Debt Collection Through Credit Management And Legal Process</a>                                  |
| September  | 20/9/22   | 21/9/22   | <a href="#">Strategic Sourcing</a>   |
| September  | 20/9/22   | 21/9/22   | <a href="#">Employment Law - Understanding Grievance Handling, Disciplinary &amp; Termination Procedures</a> |
| September  | 20/9/22   | 21/9/22   | <a href="#">Professional Business Presentation Skills</a>  |
| September  | 21/9/22   | 22/9/22   | <a href="#">Drafting &amp; Negotiating Commercial Contracts : Review &amp; Minimise Risk</a>                 |
| September  | 22/9/22   | 22/9/22   | <a href="#">Filing and Records Management</a>  |
| September  | 22/9/22   | 23/9/22   | <a href="#">Administrative Professional Conference 2022</a>  |
| September  | 22/9/22   | 23/9/22   | <a href="#">Training Needs Analysis; Methods, Tools and Techniques Simplified</a>                            |
| September  | 22/9/22   | 23/9/22   | <a href="#">English Communication At Work</a>  |
| September  | 27/9/22   | 28/9/22   | <a href="#">Global Air and Sea Freight Operations</a>  |
| September  | 27/9/22   | 28/9/22   | <a href="#">8D Problem Solving Process</a>   |
| September  | 28/9/22   | 28/9/22   | <a href="#">Interpret and Analyse Financial Statements and Cash Flow Analysis for Better Decision Making</a> |
| September  | 28/9/22   | 29/9/22   | <a href="#">Turning Data to Stories for Decision Making</a>  |
| September  | 28/9/22   | 29/9/22   | <a href="#">How to Bring Your Virtual Presentation to Life (Online)</a>                                      |
| September  | 28/9/22   | 29/9/22   | <a href="#">Strategic Management</a>   |
| September  | 29/9/22   | 30/9/22   | <a href="#">Negotiation Skills and Cost Optimization for Purchasing Professionals</a>                        |
| October  | 3/10/22   | 4/10/22   | <a href="#">Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements</a>           |

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|--|----------|----------|---|
| October  | 4/10/22  | 5/10/22  | <a href="#">Strategic Planning For HR Specialists</a>   |
| October  | 4/10/22  | 4/10/22  | <a href="#">Personal Financial Planning</a>   |
| October  | 4/10/22  | 5/10/22  | <a href="#">Copywriting for Branding &amp; Marketing</a>  |
| October  | 6/10/22  | 7/10/22  | <a href="#">Persuasive &amp; Influencing Skills Using NLP</a>   |
| October  | 6/10/22  | 7/10/22  | <a href="#">Interview Skills- Competency And Behavioral Based</a>                                       |
| October  | 6/10/22  | 7/10/22  | <a href="#">Technical Report Writing for Engineers and Technical Personnel</a>                          |
| October  | 11/10/22 | 12/10/22 | <a href="#">Crisis &amp; Disaster Management</a>  |
| October  | 11/10/22 | 12/10/22 | <a href="#">Coaching and Mentoring Skills</a>   |
| October  | 11/10/22 | 12/10/22 | <a href="#">Competitive Selling Skills</a>  |
| October  | 11/10/22 | 12/10/22 | <a href="#">Strategic Planning and Execution; Turning Your Vision to Reality</a>                        |
| October  | 11/10/22 | 11/10/22 | <a href="#">Engage Your Audience Online</a>   |
| October  | 11/10/22 | 11/10/22 | <a href="#">Scheduled Waste Management</a>  |
| October  | 13/10/22 | 14/10/22 | <a href="#">Finance for Non-Finance Managers</a>  |
| October  | 13/10/22 | 14/10/22 | <a href="#">People Management Skills; Managing Different Personalities</a>                              |
| October  | 18/10/22 | 18/10/22 | <a href="#">Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance</a> |
| October  | 18/10/22 | 19/10/22 | <a href="#">Debt Collection Through Credit Management And Legal Process</a>                             |
| October  | 18/10/22 | 19/10/22 | <a href="#">Excellent Customer Service &amp; Response to Complaints</a>                                 |
| October  | 20/10/22 | 21/10/22 | <a href="#">Effective Inventory &amp; Store Management</a>  |
| October  | 20/10/22 | 21/10/22 | <a href="#">Leadership Skills for Managers - 7 Key Tools</a>  |
| October  | 25/10/22 | 26/10/22 | <a href="#">Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness</a>                     |
| October  | 25/10/22 | 26/10/22 | <a href="#">Microsoft Excel - Intermediate</a>  |
| October  | 25/10/22 | 25/10/22 | <a href="#">Understanding Contract Clauses to Prevent Bad Debt &amp; Legal Process (Online)</a>         |
| October  | 27/10/22 | 28/10/22 | <a href="#">Developing Mental Toughness &amp; Adversity Quotient (AQ)</a>                               |
| October  | 27/10/22 | 28/10/22 | <a href="#">Secretarial and Administrative Skills</a>   |
| October  | 31/10/22 | 31/10/22 | <a href="#">Understanding Contract Clauses &amp; Debt Recovery (Half day online)</a>                    |
| November   | 1/11/22  | 2/11/22  | <a href="#">Risk Management &amp; Assessment Tools At The Workplace</a>                                 |
| November   | 1/11/22  | 2/11/22  | <a href="#">Decision Making and Problem Solving Strategies</a>  |
| November   | 3/11/22  | 4/11/22  | <a href="#">Stakeholder Management</a>  |
| November   | 3/11/22  | 3/11/22  | <a href="#">Power Query &amp; Power Pivot (Online)</a>  |
| November   | 8/11/22  | 9/11/22  | <a href="#">Report Writing - Simply &amp; Clearly</a>   |
| November   | 8/11/22  | 9/11/22  | <a href="#">NLP Coaching Skills for Managers</a>  |
| November   | 8/11/22  | 9/11/22  | <a href="#">Procurement Management (Source to Supply)</a>   |
| November   | 7/11/22  | 8/11/22  | <a href="#">Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements</a>      |
| November   | 10/11/22 | 11/11/22 | <a href="#">Drafting &amp; Negotiating Commercial Contracts : Review &amp; Minimise Risk</a>            |
| November   | 10/11/22 | 11/11/22 | <a href="#">Business Analysis for Decision Making</a>   |
| November   | 14/11/22 | 15/11/22 | <a href="#">Excel Business Intelligence Tools</a>   |
| November   | 15/11/22 | 15/11/22 | <a href="#">Corporate Liability Provision: Anti Bribery &amp; Corruption</a>                            |
| November   | 15/11/22 | 15/11/22 | <a href="#">Filing and Records Management</a>   |
| November   | 15/11/22 | 16/11/22 | <a href="#">HR for Non HR Managers</a>  |
| November   | 17/11/22 | 18/11/22 | <a href="#">Training Needs Analysis; Methods, Tools and Techniques Simplified</a>                       |
| November   | 17/11/22 | 18/11/22 | <a href="#">Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness</a>                     |
| November   | 17/11/22 | 18/11/22 | <a href="#">Transformational Leadership with EQ</a>   |
| November   | 17/11/22 | 18/11/22 | <a href="#">Strategic Procurement &amp; Vendor Negotiation Skills</a>                                   |
| November   | 22/11/22 | 23/11/22 | <a href="#">Finance for Non-Finance Managers</a>  |
| November   | 22/11/22 | 23/11/22 | <a href="#">Social Media Marketing and Branding Development</a>   |
| November   | 22/11/22 | 23/11/22 | <a href="#">Business Communication</a>  |
| November   | 22/11/22 | 23/11/22 | <a href="#">Effective Incident Investigation &amp; Reporting for Oil &amp; Gas (Online) - 3 days</a>    |
| November   | 24/11/22 | 25/11/22 | <a href="#">Social Media Marketing and Branding Development</a>   |
| November   | 24/11/22 | 25/11/22 | <a href="#">Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team</a>              |
| November   | 24/11/22 | 25/11/22 | <a href="#">Microsoft Excel- Advanced</a>   |
| November   | 28/11/22 | 29/11/22 | <a href="#">Power BI (2 days)</a>   |
| November   | 28/11/22 | 30/11/22 | <a href="#">Power BI (3 days)</a>   |
| December   | 1/12/22  | 2/12/22  | <a href="#">Persuasive &amp; Influencing Skills Using NLP</a>   |
| December   | 1/12/22  | 2/12/22  | <a href="#">Accounting for Non- Accountants</a>   |
| December   | 5/12/22  | 6/12/22  | <a href="#">Excel Business Intelligence Tools</a>   |
| December   | 6/12/22  | 7/12/22  | <a href="#">Budgeting and Cash Flow: Forecasting and Reporting</a>                                      |
| December   | 6/12/22  | 7/12/22  | <a href="#">Turning Data to Stories for Decision Making</a>   |
| December   | 8/12/22  | 9/12/22  | <a href="#">Professional Business Presentation Skills</a>   |
| December   | 8/12/22  | 9/12/22  | <a href="#">Coaching and Mentoring Skills</a>   |
| December   | 10/12/22 | 11/12/22 | <a href="#">Email and Report Writing Skills</a>   |
| December   | 12/12/22 | 13/12/22 | <a href="#">Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements</a>      |
| December   | 15/12/22 | 16/12/22 | <a href="#">Handling Full Set of Accounts</a>   |
| December   | 15/12/22 | 16/12/22 | <a href="#">Administrative Professional Conference 2022</a>   |

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|--|----------|----------|--|
| December   | 15/12/22 | 15/12/22 | <u>Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance</u> |
| December   | 20/12/22 | 21/12/22 | <u>Supervisory Development Skills</u>  |

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