

## Public Training Calendar for July - December 2020 for Klang Valley, Malaysia

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

Month	From	To	Event
September	3/9/2020	4/9/2020	<a href="#">Managing Discipline at the Workplace</a>
September	8/9/2020	9/9/2020	<a href="#">Power Packed Telesales (Offline)</a>
September	8/9/2020	9/9/2020	<a href="#">Big Data Analytics &amp; Visualization in Excel</a>
September	8/9/2020	9/9/2020	<a href="#">Webinar- Cashflow &amp; Cost Saving Strategies</a>
September	10/9/2020	11/9/2020	<a href="#">Microsoft Excel- Advanced</a>
September	17/9/2020	18/9/2020	<a href="#">Leadership Skills for Managers - 7 Key Tools</a>
September	17/9/2020	18/9/2020	<a href="#">Email and Report Writing Skills</a>
September	22/9/2020	23/9/2020	<a href="#">Coaching and Mentoring Skills</a>
September	22/9/2020	23/9/2020	<a href="#">Commercial Contracts Drafting: Review, Draft and Minimise Risk</a>
September	23/9/2020	24/9/2020	<a href="#">Finance for Non-Finance Managers</a>
September	24/9/2020	25/9/2020	<a href="#">Social Media Marketing and Branding Development</a>
September	24/9/2020	25/9/2020	<a href="#">Service Level Agreements (SLA); Understanding Buyers &amp; Vendor Roles</a>
September	28/9/2020	29/9/2020	<a href="#">Strategic Performance Management</a>
September	29/9/2020	30/9/2020	<a href="#">FUNDAMENTALS OF OIL &amp; GAS EXPLORATION AND PRODUCTION (E&amp;P)</a>
September	29/9/2020	30/9/2020	<a href="#">Proposal Writing Skills - Business and Technical</a>
October	5/10/2020	6/10/2020	<a href="#">Strategic Contract Negotiation and Deal Making</a>
October	6/10/2020	7/10/2020	<a href="#">Managing Time and Increasing Work Efficiency</a>
October	6/10/2020	7/10/2020	<a href="#">Power Packed Telesales</a>
October	7/10/2020	8/10/2020	<a href="#">Microsoft Excel- Intermediate</a>
October	7/10/2020	8/10/2020	<a href="#">Sales Strategy; How to Win &amp; Retain Customers with NLP</a>
October	8/10/2020	8/10/2020	<a href="#">Filing and Records Management</a>
October	12/10/2020	14/10/2020	<a href="#">Effective Incident Investigation &amp; Reporting</a>
October	13/10/2020	1 DAY ONLY	<a href="#">How to Bring Your Virtual Presentation to Life</a>
October	13/10/2020	14/10/2020	<a href="#">Training Needs Analysis; Methods, Tools and Techniques Simplified</a>
October	13/10/2020	14/10/2020	<a href="#">Professional Business Presentation Skills</a>
October	15/10/2020	16/10/2020	<a href="#">Negotiation Skills and Cost Optimization for Purchasing Professionals</a>
October	15/10/2020	16/10/2020	<a href="#">Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements</a>
October	16/10/2020	16/10/2020	<a href="#">Strategic Planning For Hr Specialists</a>
October	19/10/2020	20/10/2020	<a href="#">Debt Collection Through Telephone Skills</a>
October	19/10/2020	20/10/2020	<a href="#">Persuasive &amp; Influencing Skills Using NLP</a>
October	20/10/2020	21/10/2020	<a href="#">Technical Report Writing for Engineers and Technical Personnel</a>
October	20/10/2020	21/10/2020	<a href="#">Microsoft Excel- Advanced</a>
October	22/10/2020	23/10/2020	<a href="#">Developing Proficiencies in Procurement Management (Source to Supply)</a>
October	22/10/2020	23/10/2020	<a href="#">Global Air and Sea Freight Operations</a>
October	22/10/2020	23/10/2020	<a href="#">Strategic Planning and Execution; Turning Your Vision to Reality</a>
October	22/10/2020	23/10/2020	<a href="#">Strategic Procurement &amp; Vendor Negotiation Skills</a>
October	22/10/2020	23/10/2020	<a href="#">Business Communication Skills</a>
October	26/10/2020	27/10/2020	<a href="#">Handling Full Set of Accounts</a>
October	27/10/2020	28/10/2020	<a href="#">Business Acumen Skills</a>
October	27/10/2020	27/10/2020	<a href="#">Effectively Engage, Convince &amp; Sell Online</a>
November	5/11/2020	6/11/2020	<a href="#">Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance</a>
November	3/11/2020	3/11/2020	<a href="#">Scheduled Waste Management</a>
November	3/11/2020	4/11/2020	<a href="#">Strategic Contract Negotiation and Deal Making</a>
November	4/11/2020	5/11/2020	<a href="#">Excellent Customer Service &amp; Response to Complaints</a>
November	5/11/2020	6/11/2020	<a href="#">Effective Inventory &amp; Store Management</a>
November	10/11/2020	12/11/2020	<a href="#">ABOVE GROUND STORAGE TANKS (API 653) MASTERCLASS</a>
November	10/11/2020	11/11/2020	<a href="#">Power Packed Telesales (Offline)</a>
November	11/11/2020	12/11/2020	<a href="#">Leadership Skills for Managers - 7 Key Tools</a>
November	12/11/2020	13/11/2020	<a href="#">Effective Communication, Creative Thinking &amp; Problem Solving for Engineers</a>
November	17/11/2020	18/11/2020	<a href="#">Big Data Analytics &amp; Visualization in Excel</a>
November	17/11/2020	18/11/2020	<a href="#">Project Management and Implementation; Going Practical and Beyond PMI Best Practices</a>
November	17/11/2020	18/11/2020	<a href="#">Sales Coaching for High Performance</a>
November	18/11/2020	19/11/2020	<a href="#">Commercial Contracts Drafting: Review, Draft and Minimise Risk</a>
November	19/11/2020	20/11/2020	<a href="#">Secretarial and Administrative Skills</a>
November	24/11/2020	25/11/2020	<a href="#">FUNDAMENTALS OF OIL &amp; GAS EXPLORATION AND PRODUCTION (E&amp;P)</a>
November	22/11/2020	23/11/2020	<a href="#">Adobe Illustrator</a>
November	24/11/2020	25/11/2020	<a href="#">Interview Skills- Competency And Behavioral Based</a>
November	26/11/2020	27/11/2020	<a href="#">NLP Coaching Skills for Managers</a>
November	26/11/2020	27/11/2020	<a href="#">Finance for Non-Finance Managers</a>
December	1/12/2020	2/12/2020	<a href="#">Business Communication Skills</a>
December	1/12/2020	2/12/2020	<a href="#">Strategic Procurement &amp; Vendor Negotiation Skills</a>
December	1/12/2020	1/12/2020	<a href="#">Filing and Records Management</a>

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Month	From	To	Event
December	2/12/2020	3/12/2020	<a href="#"><u>Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team</u></a>
December	3/12/2020	4/12/2020	<a href="#"><u>Social Media Marketing and Branding Development</u></a>
December	8/12/2020	9/12/2020	<a href="#"><u>Budgeting and Cash Flow Forecasting and Reporting (Online)</u></a>
December	8/12/2020	9/12/2020	<a href="#"><u>Business Analysis for Decision Making</u></a>
December	14/12/2020	16/12/2020	<a href="#"><u>Effective Incident Investigation &amp; Reporting</u></a>
December	15/12/2020	16/12/2020	<a href="#"><u>Supervisory Development Skills</u></a>
December	17/12/2020	18/12/2020	<a href="#"><u>Data Analysis &amp; Data Modeling Tools In Excel &amp; Power BI</u></a>
December	9/12/2020	9/12/2020	<a href="#"><u>Webinar - How to Read Financial Statements (Finance for Non Finance)</u></a>
December	15/12/2020	16/12/2020	<a href="#"><u>Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness</u></a>
December	16/12/2020	17/12/2020	<a href="#"><u>Persuasive &amp; Influencing Skills Using NLP</u></a>

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