

TRAINING PROGRAM 2018

HR MANAGEMENT		DURASI (HARI)	FEE
001	Human Resources Strategy	2	4.950
002	Human Resources Management	2	4.450
003	Human Resources Planning	2	4.450
004	Smart Interview, Selection, and Recruitment	2	4.450
005	NLP for Human Resources Communication	2	4.450
006	Training the Trainers	3	6.675
007	Performance Management & Appraisal	2	4.950
008	Job Analysis and Evaluation Techniques	2	4.450
009	A Guide to HR for New HR Staff	2	4.450
010	Finance Essentials for the HR Practitioner	2	4.450
011	Effective Solutions for Unacceptable Employee Behavior	2	4.450
012	The Comprehensive Guide to HR Management	2	4.950
013	Building and Managing Employee Relations	2	4.450
014	Personal Productivity	2	4.450
015	Talent Management	2	4.450
MANAGERIAL AND PERSONAL SKILLS		DURASI (HARI)	FEE
101	Basic Presentation Techniques for the Beginners	2	4.450
102	Professional Report Writing Techniques	2	4.450
103	Effective Delegation & Task Management	2	4.450
104	Effective Communication & Interpersonal Skills	2	4.450
105	Dealing with Difficult People	2	4.450
106	Handling Conflict at Work Place	2	4.450
107	Etiquette & Personal Image for Professionals	2	4.450
109	Negotiation Skills for Purchasing Officer	2	4.950
110	Basic Problem Solving Techniques	1	2.250
111	Problem Solving & Decision Making	2	4.450
112	Management Essentials	2	4.450
114	Negotiation Skills: Achieving Successful Outcomes	2	4.450
115	Team Building, Mentoring & Coaching Skills	2	4.450
116	Advanced Communication Skills Workshop	2	4.450
117	Assertiveness Training	2	4.450
118	Basic of Time Management	1	2.250
119	Managerial Skills for Secretaries, Administration & Staff	2	4.450
120	Assertiveness Skills for Managers and Supervisors	1	2.250
121	Essentials of Finance & Accounting for Secretary & Admin	2	4.450
122	Understanding Financial Reports and Accounting Works	2	4.450
123	Effective Time Management Workshop	2	4.450
124	How to Write Effective Policies and Procedures	2	4.450
125	Effective Presentation Skills	2	4.450
126	Negotiating to Win	2	4.450
127	Excellent Critical Thinking Skills	2	4.450
128	Mastering Public Speaking	2	4.450
129	Creative Problem Solving	2	4.450
130	Organisational Skill	2	4.450
131	Writing Proposal	2	4.450
132	Managing Anger & Emotions in Workplace	2	4.450
133	Breaking Bad Communication Habits	2	4.450
134	Table Manner & Dinner Etiquettes	2	4.450
SALES, SERVICES, AND MARKETING		DURASI (HARI)	FEE
201	Smart Selling Techniques	2	4.450
202	Service Quality Awareness (Mindset)	2	4.450
203	Front-liner Basic Skills	2	4.450
204	The Power of Your First Impression	1	2.250
205	Effective Collection From Customers Point of View	2	4.450
206	Marketing for Non Marketers	1	2.250
208	Change Management in Competitive Business	1	2.250
209	Customer Loyalty through CRM	2	4.450
210	Marketing Plan	2	4.450
211	The Outstanding Receptionist	1	2.250
212	Basic Telephone Skills	1	2.250
213	Selling Techniques for Banking Products	2	4.450
214	Call Center	2	4.450
215	Customer Service Excellent	2	4.450
216	Managing Customer Complaint Effectively	2	4.450
217	Understanding Consumer Behaviour	2	4.450
218	Customer Service Fundamentals	2	4.450
219	Psychology of Service in Action	2	4.450
220	Customer Service Care	2	4.450
221	Increasing Customer Satisfaction	2	4.450

ADMINISTRATION AND SECRETARIAL SKILLS		DURASI (HARI)	FEE
301	Secretarial Skills for the New Secretary	2	4.450
302	Administration Skills	2	4.450
303	Secretary Excellence	2	4.450
304	Professional Filing & Records Management	1	2.250
305	Effective Office Management	2	4.450
306	Professional Business Writing for Secretary & Admin	2	4.450
307	Best Practices for Personnel Assistants & HR Staff	2	4.450
308	Strategic Skills for Secretary & Administration Staff	2	4.450
309	How to Support Multiple Bosses	2	4.450
310	The Indispensable Secretaries & Administrative Assistant	2	4.450
311	The Conference for Secretaries & Administrative Assistant	1	2.250
312	Mastering Meeting Management	2	4.450
MANAGEMENT LEADERSHIP DEVELOPMENT		DURASI (HARI)	FEE
401	Moving from Staff Member to Supervisor	2	4.450
402	Basic Supervisory Skills	2	4.450
403	Leadership Skills for Supervisor	2	4.450
404	Management Skills for New Supervisors	2	4.450
405	Making the Transition to Management	2	4.450
406	Management Skills for New Managers	2	4.450
407	Successfully Managing People	2	4.450
408	Improving Your Managerial Effectiveness	2	4.450
409	Leadership & Influence Skills	2	4.450
410	Leadership Skills: Building Success Through Teamwork	3	6.675
411	Creative Leadership Workshop	1	2.250
412	Leadership Skills for Women	2	4.450
413	Making Better Decision Using MS Excel	2	4.950
414	How to Motivating Your Employee	2	4.450
415	Change Management: Leading & Managing the Change	2	4.950
416	Effective Goal-Setting & Planning Skills	1	2.250
417	Building a Positive, Motivated and Cooperative Team	2	4.450
418	Managing Multiple Projects, Objectives and Deadlines	2	4.450
419	Crew Resources Management for Operational	2	4.950
420	Crisis Management Skills	3	6.675
421	Leadership Skills for Sales Person	2	4.450
422	Developing the Leader Within You	2	4.450
423	Leadership: Confidence Building & Communication	2	4.450
424	Teknik Efektif Pengarahan & Motivasi Bawahan	2	4.450
425	Horenso: Konsep dan Aplikasinya	2	4.450
426	Basic Mentality Building for Staff/Operator	2	4.450
427	Effective Leadership for Leader & Supervisor	2	4.450
428	Execution: Seni Menyelesaikan Pekerjaan	2	4.950

Keterangan:

- Fee = Investment/Person (IDR.000) tidak termasuk pajak, akomodasi, dan transportasi. Investasi (biaya) sewaktu-waktu dapat berubah tanpa pemberitahuan sebelumnya namun biaya yang berlaku pada saat pendaftaran bersifat mengikat dan tidak akan terpengaruh kenaikan yang mungkin terpaksa diberlakukan pada tahun berjalan.
- Lokasi Pelaksanaan di Jakarta, Bandung, Yogyakarta, Bali dan kota-kota lainnya bila ada permintaan dari peserta.
- Uraian lengkap mengenai topik-topik di atas dapat dilihat di <http://careertrack.training/> | <http://professionaltrainings.com/> | <http://seminar-information.com/> | <http://jakarta.trainingcenter.co/> | <http://training-information.com/> | dan web associate kami lainnya.