

Public Training Calendar for Year 2019 for Klang Valley, Malaysia

updated 28 December 2018

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Month	From	To	Event
January	16/1/2019	17/1/2019	Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)
January	17/1/2019	18/1/2019	Supervisory Development Skills
January	17/1/2019	18/1/2019	Competitive Selling Strategies
January	22/1/2019	23/1/2019	Power Packed Telesales
January	22/1/2019	23/1/2019	StoryTelling Skills for Organisational Change
January	23/1/2019	24/1/2019	Social Media Marketing and Branding Development
January	23/1/2019	24/1/2019	Microsoft Excel- Intermediate
January	24/1/2019	25/1/2019	Effective Termination Of Employment, Handling Misconduct and Conducting A Domestic Inquiry
January	24/1/2019	25/1/2019	Proposal Writing Skills - Business and Technical
January	24/1/2019	25/1/2019	Mindset Transformation
January	28/1/2019	29/1/2019	Business Acumen Skills
January	28/1/2019	29/1/2019	Contracts: Understanding the Rules of Drafting 101
January	28/1/2019	29/1/2019	Handling Full Set of Accounts
January	29/1/2019	30/1/2019	Training Needs Analysis; Methods, Tools and Techniques Simplified
January	29/1/2019	30/1/2019	Data Visualization and Business Dashboard In Excel For Business Intelligence
January	30/1/2019	30/1/2019	Credit Management and Debt Collection Strategies
January	30/1/2019	31/1/2019	Effective Communication, Creative Thinking and Problem Solving for Engineers
February	11/2/2019	12/2/2019	Understanding the Workings of Commercial Contracts 101
February	12/2/2019	13/2/2019	Business Communication
February	12/2/2019	13/2/2019	Effective Inventory & Store Management
February	13/2/2019	14/2/2019	Developing Effective Business Case
February	14/2/2019	15/2/2019	Crisis Management on Social Media; How to Respond to a Social Crisis Effectively
February	14/2/2019	15/2/2019	Persuasive & Influencing Skills Using NLP
February	14/2/2019	15/2/2019	Sales Strategy with NLP
February	14/2/2019	15/2/2019	Production Resource Planning, Scheduling and Activity Control
February	14/2/2019	15/2/2019	Excellent Customer Service & Response to Complaints
February	18/2/2019	19/2/2019	Emotional Intelligence for Managers (NLP)
February	19/2/2019	20/2/2019	Performance Management
February	19/2/2019	20/2/2019	Decision Making and Problem Solving Strategies
February	19/2/2019	20/2/2019	Interview Skills- Competency and Behavioral Based
February	20/2/2019	20/2/2019	The Excel 2016 Pivot Table
February	21/2/2019	22/2/2019	Supply Chain Management

Month	From	To	Event
February	21/2/2019	22/2/2019	Secretarial and Administrative Skills
February	21/2/2019	22/2/2019	Accounting for Non-Accountants
February	25/2/2019	26/2/2019	The Kaizen Process of Continuous Improvement
February	26/2/2019	26/2/2019	Debt Collection Through Telephone Skills
February	26/2/2019	27/2/2019	Email and Report Writing Skills
February	26/2/2019	27/2/2019	Creative and Critical Thinking
February	27/2/2019	28/2/2019	Interpret and Analyse Financial Statements and Cash Flow Analysis for Better Decision Making
February	27/2/2019	28/2/2019	Developing Emotional Intelligence (Lumina)
February	27/2/2019	28/3/2019	Microsoft Excel- Advanced
February	27/2/2019	28/2/2019	Financial Modelling with Excel for Budgeting and Costing
February	28/2/2019	1/3/2019	Strategic Leadership for Senior Managers
February	28/2/2019	1/3/2019	Effective QCC & 7 QC Tools
February	28/2/2019	1/3/2019	Project Management and Implementation;Going Practical and Beyond PMI Best Practices
March	5/3/2019	5/3/2019	8D Problem Solving Process
March	5/3/2019	6/3/2019	Fintech for Non-Finance Managers
March	5/3/2019	6/3/2019	IPv4 Network Administrator Training
March	6/3/2019	6/3/2019	Filing and Records Management
March	6/3/2019	7/3/2019	Coding in Visual Basic for Applications
March	6/3/2019	7/3/2019	Managing Emotion, Conflict and Change
March	6/3/2019	7/3/2019	Professional Business Presentation Skills
March	7/3/2019	8/3/2019	Social Media Marketing and Branding Development
March	7/3/2019	8/3/2019	Training Needs Analysis; Methods, Tools and Techniques Simplified
March	7/3/2019	8/3/2019	Managing Time and Increasing Work Efficiency
March	11/3/2019	12/3/2019	Effective Sales Bootcamp (Lumina Way)
March	11/3/2019	14/3/2019	Developing and Implementing Customer Service Strategies
March	12/3/2019	13/3/2019	MS Project 2013 - Level 1
March	12/3/2019	13/3/2019	Supervisory Development Skills
March	13/3/2019	14/3/2019	Data Visualization and Business Dashboard In Excel For Business Intelligence
March	13/3/2019	14/3/2019	Managing Discipline at the Workplace
March	13/3/2019	14/3/2019	Business Acumen Skills
March	13/3/2019	14/3/2019	Developing Mental Toughness and Adversity Quotient at the Workplace
March	14/3/2019	15/3/2019	Effective Debt Recovery and Prevention Strategies Through Credit Management
March	14/3/2019	15/3/2019	Strategic Planning and Execution; Turning Your Vision to Reality
March	14/3/2019	15/3/2019	Transformational Leadership with EQ
March	19/3/2019	20/3/2019	Technical Report Writing for Engineers and Technical Personnel
March	19/3/2019	21/3/2019	Technical Report Writing and Presentation Skills for Engineers and Technical Personnel
March	20/3/2019	20/3/2019	Cost Of Poor Quality (COPQ)
March	20/3/2019	21/3/2019	Leadership 7 Key Tools - New Managers
March	20/3/2019	21/3/2019	Record Excel Macro Like Pro
March	21/3/2019	22/3/2019	Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)
March	21/3/2019	22/3/2019	Finance for Non-Finance Managers

Month	From	To	Event
March	26/3/2019	27/3/2019	Microsoft Excel- Intermediate
March	26/3/2019	27/3/2019	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness
March	26/3/2019	27/3/2019	NLP Coaching Skills for Managers
March	27/3/2019	27/3/2019	Scheduled Waste Management
March	28/3/2019	28/3/2019	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance
March	28/3/2019	29/3/2019	PR Writing in the Digital Age; Write with Impact, Influence and Inspiration
March	28/3/2019	29/3/2019	Report Writing; How to Write Simply and Clearly
April	2/4/2019	3/4/2019	Effective Presentation & Influencing Skills Using NLP
April	3/4/2019	4/4/2019	Developing Emotional Intelligence (Lumina)
April	3/4/2019	4/4/2019	Insight Selling for Sales Professionals
April	4/4/2019	5/4/2019	Competitive Selling Strategies
April	4/4/2019	5/4/2019	Change Management for Leaders
April	9/4/2019	10/4/2019	Accounting for Non-Accountants
April	9/4/2019	10/4/2019	Excellent Customer Service & Response to Complaints
April	10/4/2019	11/4/2019	Top 10 Excel Skills for Business Professionals
April	11/4/2019	12/4/2019	Interview Skills- Competency and Behavioral Based
April	11/4/2019	12/4/2019	Persuasive & Influencing Skills Using NLP
April	11/4/2019	12/4/2019	Effective Communication, Creative Thinking and Problem Solving for Engineers
April	15/4/2019	16/4/2019	Finance for Non-Finance Managers
April	16/4/2019	17/4/2019	Coaching and Mentoring Skills
April	17/4/2019	18/4/2019	Financial Modelling with Excel for Budgeting and Costing
April	17/4/2019	18/4/2019	Sales Strategy with NLP
April	17/4/2019	18/4/2019	Negotiation Skills and Cost Optimization for Purchasing Professionals
April	17/4/2019	18/4/2019	Interpret and Analyse Financial Statements and Cash Flow Analysis for Better Decision Making
April	18/4/2019	19/4/2019	Effective Termination Of Employment, Handling Misconduct and Conducting A Domestic Inquiry
April	18/4/2019	19/4/2019	Applying Effective Risk Management and Assessment Tools at The Workplace
April	18/4/2019	19/4/2019	Corporate and Business Finance
April	18/4/2019	19/4/2019	Proposal Writing Skills - Business and Technical
April	23/4/2019	24/4/2019	Creative and Critical Thinking
April	23/4/2019	24/4/2019	HR for Non HR Managers
April	23/4/2019	24/4/2019	Email and Report Writing Skills
April	23/4/2019	24/4/2019	Microsoft Excel- Advanced
April	24/4/2019	25/4/2019	Mindset Transformation
April	24/4/2019	25/4/2019	StoryTelling Skills for Organisational Change
April	25/4/2019	25/4/2019	Debt Collection Through Telephone Skills
April	25/4/2019	26/4/2019	Secretary Day Conference 2019
April	29/4/2019	30/4/2019	Handling Full Set of Accounts
May	2/5/2019	3/5/2019	Developing Effective Business Case
May	2/5/2019	3/5/2019	Effective Inventory & Store Management
May	2/5/2019	3/5/2019	Developing Mental Toughness and Adversity Quotient at the Workplace
May	2/5/2019	3/5/2019	Exploring Data Analytics to Monitor Organizational Performance

Month	From	To	Event
May	2/5/2019	3/5/2019	Emotional Intelligence for Managers (NLP)
May	7/5/2019	8/5/2019	Production Resource Planning, Scheduling and Activity Control
May	7/5/2019	8/5/2019	Supervisory Development Skills
May	7/5/2019	8/5/2019	Transformational Leadership with EQ
May	8/5/2019	8/5/2019	Credit Management and Debt Collection Strategies
May	8/5/2019	9/5/2019	The Kaizen Process of Continuous Improvement
May	8/5/2019	9/5/2019	MS Project 2013 - Level 2
May	9/5/2019	10/5/2019	Contracts: Understanding the Rules of Drafting 101
May	9/5/2019	10/5/2019	Power Packed Telesales
May	9/5/2019	10/5/2019	Managing Discipline at the Workplace
May	9/5/2019	10/5/2019	Strategic Leadership for Senior Managers
May	14/5/2019	15/5/2019	Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)
May	14/5/2019	15/5/2019	Business Communication
May	15/5/2019	16/5/2019	Supply Chain Management
May	15/5/2019	16/5/2019	Coding in Visual Basic for Applications
May	16/5/2019	16/5/2019	Filing and Records Management
May	16/5/2019	17/5/2019	Decision Making and Problem Solving Strategies
May	17/5/2019	17/5/2019	Top 10 Excel Skills for Business Professionals
May	21/5/2019	21/5/2019	Scheduled Waste Management
May	21/5/2019	22/5/2019	Project Management and Implementation; Going Practical and Beyond PMI Best Practices
May	23/5/2019	24/5/2019	NLP Coaching Skills for Managers
May	28/5/2019	29/5/2019	Microsoft Excel- Intermediate
June	28/5/2019	29/5/2019	Report Writing; How to Write Simply and Clearly
July	28/5/2019	29/5/2019	PR Writing in the Digital Age; Write with Impact, Influence and Inspiration
May	28/5/2019	31/5/2019	Train the Trainer Certification
May	30/5/2019	31/5/2019	Strategic Management
July	30/5/2019	31/5/2019	Crisis Management on Social Media; How to Respond to a Social Crisis Effectively
June	13/6/2019	14/6/2019	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness
June	13/6/2019	14/6/2019	StoryTelling Skills for Organisational Change
June	13/6/2019	14/6/2019	Social Media Marketing and Branding Development
June	18/6/2019	18/6/2019	The Excel 2016 Pivot Table
June	18/6/2019	18/6/2019	8D Problem Solving Process
June	18/6/2019	19/6/2019	Record Excel Macro Like Pro
June	18/6/2019	19/6/2019	Performance Management
June	18/6/2019	19/6/2019	Mindset Transformation
June	19/6/2019	20/6/2019	Managing Time and Increasing Work Efficiency
June	19/6/2019	20/6/2019	Debt Collection Through Telephone Skills
June	19/6/2019	20/6/2019	Budgeting and Cash Flow Forecasting and Reporting
June	19/6/2019	20/6/2019	Effective QCC & 7 QC Tools
June	20/6/2019	21/6/2019	Email and Report Writing Skills
June	20/6/2019	21/6/2019	Strategic Planning and Execution; Turning Your Vision to Reality

Month	From	To	Event
June	20/6/2019	21/6/2019	MS Project 2013 - Level 1
June	25/6/2019	26/6/2019	Interview Skills- Competency and Behavioral Based
June	25/6/2019	26/6/2019	Decision Making and Problem Solving Strategies
June	25/6/2019	26/6/2019	Persuasive & Influencing Skills Using NLP
June	26/6/2019	27/6/2019	Data Visualization and Business Dashboard In Excel For Business Intelligence
June	26/6/2019	27/6/2019	Interpret and Analyse Financial Statements and Cash Flow Analysis for Better Decision Making
June	26/6/2019	27/6/2019	IPv4 Network Administrator Training
June	27/6/2019	28/6/2019	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance
June	27/6/2019	28/6/2019	Creative and Critical Thinking
June	27/6/2019	28/6/2019	Microsoft Excel- Advanced
June	27/6/2019	28/6/2019	Sales Strategy with NLP
July	4/7/2019	5/7/2019	Effective Sales Bootcamp (Lumina Way)
July	4/7/2019	5/7/2019	Fintech for Non-Finance Managers
July	4/7/2019	5/7/2019	Managing Emotion, Conflict and Change
July	9/7/2019	10/7/2019	Developing Emotional Intelligence (Lumina)
July	9/7/2019	10/7/2019	Professional Business Presentation Skills
July	10/7/2019	11/7/2019	Coaching and Mentoring Skills
July	10/7/2019	11/7/2019	Effective Communication, Creative Thinking and Problem Solving for Engineers
July	11/7/2019	12/7/2019	Finance for Non-Finance Managers
July	11/7/2019	12/7/2019	Effective Debt Recovery and Prevention Strategies Through Credit Management
July	16/7/2019	17/7/2019	Proposal Writing Skills - Business and Technical
July	16/7/2019	17/7/2019	Competitive Selling Strategies
July	16/7/2019	17/7/2019	Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)
July	17/7/2019	17/7/2019	Scheduled Waste Management
July	17/7/2019	18/7/2019	Top 10 Excel Skills for Business Professionals
July	17/7/2019	18/7/2019	Leadership 7 Key Tools - New Managers
July	18/7/2019	19/7/2019	Business Acumen Skills
July	18/7/2019	19/7/2019	Report Writing; How to Write Simply and Clearly
July	22/7/2019	23/7/2019	Understanding the Workings of Commercial Contracts 101
July	23/7/2019	26/7/2019	Developing and Implementing Customer Service Strategies
July	23/7/2019	24/7/2019	Microsoft Excel- Intermediate
July	23/7/2019	24/7/2019	Supervisory Development Skills
July	24/7/2019	25/7/2019	Technical Report Writing for Engineers and Technical Personnel
July	24/7/2019	26/7/2019	Technical Report Writing and Presentation Skills for Engineers and Technical Personnel
July	24/7/2019	25/7/2019	Financial Modelling with Excel for Budgeting and Costing
July	25/7/2019	26/7/2019	NLP Coaching Skills for Managers
July	25/7/2019	26/7/2019	PR Writing in the Digital Age; Write with Impact, Influence and Inspiration
July	29/7/2019	30/7/2019	Training Needs Analysis; Methods, Tools and Techniques Simplified
July	29/7/2019	30/7/2019	Negotiation Skills and Cost Optimization for Purchasing Professionals
July	30/7/2019	30/7/2019	Cost Of Poor Quality (COPQ)
August	1/8/2019	2/8/2019	Developing Effective Business Case

Month	From	To	Event
August	1/8/2019	2/8/2019	The Kaizen Process of Continuous Improvement
August	5/8/2019	6/8/2019	Effective Termination Of Employment, Handling Misconduct and Conducting A Domestic Inquiry
August	6/8/2019	7/8/2019	Managing Discipline at the Workplace
August	6/8/2019	7/8/2019	Persuasive & Influencing Skills Using NLP
August	7/8/2019	8/8/2019	Production Resource Planning, Scheduling and Activity Control
August	7/8/2019	8/8/2019	Applying Effective Risk Management and Assessment Tools at The Workplace
August	8/8/2019	9/8/2019	Business Communication
August	8/8/2019	9/8/2019	Effective Presentation & Influencing Skills Using NLP
August	8/8/2019	9/8/2019	Strategic Leadership for Senior Managers
August	13/8/2019	14/8/2019	MS Project 2013 - Level 2
August	13/8/2019	14/8/2019	Supply Chain Management
August	13/8/2019	14/8/2019	Sales Strategy with NLP
August	14/8/2019	15/8/2019	Crisis Management on Social Media; How to Respond to a Social Crisis Effectively
August	14/8/2019	15/8/2019	Excellent Customer Service & Response to Complaints
August	15/8/2019	16/8/2019	Decision Making and Problem Solving Strategies
August	20/8/2019	21/8/2019	Accounting for Non-Accountants
August	20/8/2019	21/8/2019	Insight Selling for Sales Professionals
August	20/8/2019	21/8/2019	Corporate and Business Finance
August	20/8/2019	21/8/2019	Strategic Management
August	20/8/2019	21/8/2019	Financial Modelling with Excel for Budgeting and Costing
August	21/8/2019	22/8/2019	Effective Inventory & Store Management
August	21/8/2019	22/8/2019	Creative and Critical Thinking
August	22/8/2019	23/8/2019	Budgeting and Cash Flow Forecasting and Reporting
August	22/8/2019	23/8/2019	Developing Mental Toughness and Adversity Quotient at the Workplace
August	22/8/2019	23/8/2019	Exploring Data Analytics to Monitor Organizational Performance
August	22/8/2019	23/8/2019	HR for Non HR Managers
August	23/8/2019	23/8/2019	Filing and Records Management
August	26/8/2019	27/8/2019	Emotional Intelligence for Managers (NLP)
August	27/8/2019	28/8/2019	Microsoft Excel- Advanced
August	28/8/2019	29/8/2019	Transformational Leadership with EQ
August	28/8/2019	29/8/2019	Project Management and Implementation;Going Practical and Beyond PMI Best Practices
August	29/8/2019	30/8/2019	Interpret and Analyse Financial Statements and Cash Flow Analysis for Better Decision Making
August	29/8/2019	30/8/2019	Secretarial and Administrative Skills
September	4/9/2019	5/9/2019	Mindset Transformation
September	4/9/2019	5/9/2019	MS Project 2013 - Level 1
September	5/9/2019	6/9/2019	Performance Management
September	5/9/2019	6/9/2019	IPv4 Network Administrator Training
September	6/9/2019	6/9/2019	8D Problem Solving Process
September	11/9/2019	11/9/2019	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance
September	11/9/2019	12/9/2019	Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)
September	11/9/2019	12/9/2019	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness

Month	From	To	Event
September	12/9/2019	13/9/2019	Handling Full Set of Accounts
September	12/9/2019	13/9/2019	StoryTelling Skills for Organisational Change
September	12/9/2019	13/9/2019	Data Visualization and Business Dashboard In Excel For Business Intelligence
September	17/9/2019	18/9/2019	Financial Modelling with Excel for Budgeting and Costing
September	17/9/2019	18/9/2019	Strategic Planning and Execution; Turning Your Vision to Reality
September	18/9/2019	19/9/2019	Microsoft Excel- Intermediate
September	19/9/2019	20/9/2019	Interview Skills- Competency and Behavioral Based
September	23/9/2019	24/9/2019	NLP Coaching Skills for Managers
September	23/9/2019	24/9/2019	Power Packed Telesales
September	24/9/2019	25/9/2019	Social Media Marketing and Branding Development
September	25/9/2019	26/9/2019	Finance for Non-Finance Managers
September	25/9/2019	26/9/2019	Record Excel Macro Like Pro
September	25/9/2019	26/9/2019	Managing Time and Increasing Work Efficiency
September	25/9/2019	26/9/2019	Leadership 7 Key Tools - New Managers
September	25/9/2019	25/9/2019	Scheduled Waste Management
September	26/9/2019	26/9/2019	Credit Management and Debt Collection Strategies
September	26/9/2019	27/9/2019	Contracts: Understanding the Rules of Drafting 101
October	1/10/2019	2/10/2019	Competitive Selling Strategies
October	2/10/2019	3/10/2019	Creative and Critical Thinking
October	3/10/2019	4/10/2019	Managing Emotion, Conflict and Change
October	3/10/2019	4/10/2019	Professional Business Presentation Skills
October	8/10/2019	8/10/2019	Filing and Records Management
October	8/10/2019	9/10/2019	Developing Emotional Intelligence (Lumina)
October	8/10/2019	9/10/2019	Debt Collection Through Telephone Skills
October	9/10/2019	10/10/2019	Sales Strategy with NLP
October	9/10/2019	10/10/2019	Top 10 Excel Skills for Business Professionals
October	15/10/2019	16/10/2019	Managing Discipline at the Workplace
October	15/10/2019	16/10/2019	Strategic Management
October	15/10/2019	16/10/2019	Change Management for Leaders
October	16/10/2019	17/10/2019	Financial Modelling with Excel for Budgeting and Costing
October	17/10/2019	18/10/2019	Training Needs Analysis; Methods, Tools and Techniques Simplified
October	17/10/2019	18/10/2019	Interpret and Analyse Financial Statements and Cash Flow Analysis for Better Decision Making
October	17/10/2019	18/10/2019	Supervisory Development Skills
October	18/10/2019	18/10/2019	The Excel 2016 Pivot Table
October	21/10/2019	22/10/2019	Understanding the Workings of Commercial Contracts 101
October	22/10/2019	25/10/2019	Developing and Implementing Customer Service Strategies
October	23/10/2019	24/10/2019	Microsoft Excel- Advanced
October	24/10/2019	25/10/2019	Persuasive & Influencing Skills Using NLP
October	24/10/2019	25/10/2019	Proposal Writing Skills - Business and Technical
October	24/10/2019	25/10/2019	PR Writing in the Digital Age; Write with Impact, Influence and Inspiration
October	29/10/2019	30/10/2019	Effective QCC & 7 QC Tools

Month	From	To	Event
October	29/10/2019	30/10/2019	Negotiation Skills and Cost Optimization for Purchasing Professionals
October	31/10/2019	1/11/2019	Project Management and Implementation;Going Practical and Beyond PMI Best Practices
November	5/11/2019	6/11/2019	Effective Inventory & Store Management
November	5/11/2019	6/11/2019	Effective Sales Bootcamp (Lumina Way)
November	5/11/2019	6/11/2019	Fintech for Non-Finance Managers
November	6/11/2019	7/11/2019	Excellent Customer Service & Response to Complaints
November	6/11/2019	7/11/2019	Developing Mental Toughness and Adversity Quotient at the Workplace
November	6/11/2019	7/11/2019	MS Project 2013 - Level 2
November	6/11/2019	7/11/2019	Coaching and Mentoring Skills
November	7/11/2019	8/11/2019	Business Communication
November	7/11/2019	8/11/2019	Effective Communication, Creative Thinking and Problem Solving for Engineers
November	7/11/2019	8/11/2019	Exploring Data Analytics to Monitor Organizational Performance
November	12/11/2019	13/11/2019	Budgeting and Cash Flow Forecasting and Reporting
November	12/11/2019	13/11/2019	Email and Report Writing Skills
November	12/11/2019	12/11/2019	Cost Of Poor Quality (COPQ)
November	12/11/2019	13/11/2019	Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)
November	12/11/2019	13/11/2019	Production Resource Planning, Scheduling and Activity Control
November	12/11/2019	13/11/2019	Leadership 7 Key Tools - New Managers
November	13/11/2019	13/11/2019	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance
November	13/11/2019	14/11/2019	Microsoft Excel- Intermediate
November	14/11/2019	15/11/2019	Business Acumen Skills
November	14/11/2019	15/11/2019	Emotional Intelligence for Managers (NLP)
November	14/11/2019	15/11/2019	Secretarial and Administrative Skills
November	18/11/2019	19/11/2019	Contracts: Understanding the Rules of Drafting 101
November	19/11/2019	20/11/2019	Developing Effective Business Case
November	19/11/2019	20/11/2019	Effective Presentation & Influencing Skills Using NLP
November	19/11/2019	20/11/2019	Finance for Non-Finance Managers
November	19/11/2019	20/11/2019	The Kaizen Process of Continuous Improvement
November	19/11/2019	22/11/2019	Train the Trainer Certification
November	20/11/2019	21/11/2019	Technical Report Writing for Engineers and Technical Personnel
November	20/11/2019	22/11/2019	Technical Report Writing and Presentation Skills for Engineers and Technical Personnel
November	21/11/2019	22/11/2019	Effective Debt Recovery and Prevention Strategies Through Credit Management
November	26/11/2019	27/11/2019	Crisis Management on Social Media; How to Respond to a Social Crisis Effectively
November	26/11/2019	27/11/2019	NLP Coaching Skills for Managers
November	26/11/2019	27/11/2019	Strategic Planning and Execution; Turning Your Vision to Reality
November	26/11/2019	27/11/2019	Coding in Visual Basic for Applications
November	27/11/2019	27/11/2019	Scheduled Waste Management
November	28/11/2019	29/11/2019	Supply Chain Management
November	28/11/2019	29/11/2019	Transformational Leadership with EQ
December	2/12/2019	3/12/2019	Effective Termination Of Employment, Handling Misconduct and Conducting A Domestic Inquiry
December	3/12/2019	4/12/2019	Power Packed Telesales

Month	From	To	Event
December	3/12/2019	4/12/2019	MS Project 2013 - Level 1
December	4/12/2019	5/12/2019	Social Media Marketing and Branding Development
December	4/12/2019	5/12/2019	Record Excel Macro Like Pro
December	4/12/2019	5/12/2019	Report Writing; How to Write Simply and Clearly
December	5/12/2019	6/12/2019	Insight Selling for Sales Professionals
December	5/12/2019	6/12/2019	IPv4 Network Administrator Training
December	5/12/2019	6/12/2019	Supervisory Development Skills
December	9/12/2019	10/12/2019	Persuasive & Influencing Skills Using NLP
December	9/12/2019	10/12/2019	Sales Strategy with NLP
December	20/12/2019	20/12/2019	The Excel 2016 Pivot Table
December	12/12/2019	13/12/2019	Training Needs Analysis; Methods, Tools and Techniques Simplified
December	12/12/2019	13/12/2019	Interpret and Analyse Financial Statements and Cash Flow Analysis for Better Decision Making
December	12/12/2019	13/12/2019	Decision Making and Problem Solving Strategies
December	12/12/2019	13/12/2019	Data Visualization and Business Dashboard In Excel For Business Intelligence
December	13/12/2019	13/12/2019	8D Problem Solving Process
December	17/12/2019	18/12/2019	Accounting for Non-Accountants
December	17/12/2019	18/12/2019	Microsoft Excel- Advanced
December	17/12/2019	18/12/2019	Strategic Leadership for Senior Managers
December	18/12/2019	19/12/2019	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness
December	18/12/2019	19/12/2019	HR for Non HR Managers
December	18/12/2019	19/12/2019	Interview Skills- Competency and Behavioral Based
December	19/12/2019	20/12/2019	StoryTelling Skills for Organisational Change
December	19/12/2019	20/12/2019	Mindset Transformation
December	26/12/2019	27/12/2019	Managing Time and Increasing Work Efficiency

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