

PUBLIC TRAINING CALENDAR JANUARY - DECEMBER 2021



Email: info@itrainingexpert.com
WhatsApp: +60126869628
Office: +60380749056

**itraining
expert.com**
corporate training and consultancy

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

Month	From	To	Event
January	12/1/2021	12/1/2021	Corporate Liability Provision: Anti Bribery & Corruption
January	13/1/2021	14/1/2021	Leadership Skills for Managers - 7 Key Tools
January	13/1/2021	14/1/2021	Excellent Customer Service & Response to Complaints
January	19/1/2021	19/1/2021	Personal Data Protection Act (PDPA) 2010
January	18/1/2021	19/1/2021	Finance for Non-Finance Managers
January	21/1/2021	22/1/2021	Transformational Leadership with EQ
January	21/1/2021	22/1/2021	Strategic Contracts Negotiation And Deal Making
January	22/1/2021	23/1/2021	Ms Excel - Intermediate
January	22/1/2021	22/1/2021	Effectively Engage, Convince & Sell Online
January	21/1/2021	22/1/2021	Sales Coaching for High Performance
January	21/1/2021	22/1/2021	Adobe Illustrator Intensive (Online)
January	26/1/2021	27/1/2021	Training Needs Analysis; Methods, Tools and Techniques Simplified
January	26/1/2021	27/1/2021	Service Level Agreements (SLA); Understanding Buyers and Vendor Roles
February	2/2/2021	2/2/2021	Debt Collection Through Phone
February	2/2/2021	3/2/2021	Decision Making and Problem Solving Strategies
February	9/2/2021	10/2/2021	Cultural Diversity & Inclusion At the Workplace
February	9/2/2021	10/2/2021	Effective Inventory & Store Management
February	23/2/2021	24/2/2021	Sales Strategy; How to Win & Retain Customers with NLP
February	23/2/2021	24/2/2021	Secretarial and Administrative Skills
February	25/2/2021	26/2/2021	Microsoft Excel- Intermediate
February	25/2/2021	26/2/2021	Handling Full Set of Accounts
March	2/3/2021	3/3/2021	Training Needs Analysis; Methods, Tools and Techniques Simplified
March	4/3/2021	5/3/2021	Developing Mental Toughness & Adversity Quotient (AQ)
March	5/3/2021	5/3/2021	Filing and Records Management
March	9/3/2021	10/3/2021	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements
March	16/3/2021	17/3/2021	Microsoft PowerPoint - Intermediate
March	16/3/2021	17/3/2021	Drafting & Negotiating Commercial Contracts : Review & Minimise Risk
March	18/3/2021	19/3/2021	Change Management for Leaders
March	18/3/2021	19/3/2021	Microsoft Excel- Advanced
March	23/3/2021	24/3/2021	Competitive Selling Skills
March	23/3/2021	24/3/2021	Email and Report Writing Skills
March	23/3/2021	24/3/2021	Business Acumen for Entrepreneur (1 day online)
March	25/3/2021	25/3/2021	How to read Financial Statement (1 day online)
March	25/3/2021	26/3/2021	Social Media Marketing and Branding Development
March	30/3/2021	31/3/2021	Big Data Analytics & Visualization in Excel
March	30/3/2021	31/3/2021	Persuasive & Influencing Skills Using NLP
April	1/4/2021	2/4/2021	Coaching and Mentoring Skills
April	1/4/2021	2/4/2021	Project Management and Implementation; Going Practical and Beyond PMI Best Practices
April	1/4/2021	1/4/2021	High Impact Telesales (Online)
April	6/4/2021	7/4/2021	Drafting & Negotiating Commercial Contract; Review & Miminise Risk
April	6/4/2021	7/4/2021	Pengurusan Gudang, Stor & Inventori Yang Berkesan
April	7/4/2021	8/4/2021	Effectively Engage, Convince & Sell Online
April	8/4/2021	8/4/2021	Credit Evaluation & Fraud Protection
April	8/4/2021	8/4/2021	Strategic Planning For HR Specialists
April	8/4/2021	9/4/2021	Professional Business Presentation Skills
April	15/4/2021	16/4/2021	Managing Time and Increasing Work Efficiency
April	15/4/2021	15/4/2021	Scheduled Waste Management
April	20/4/2021	20/4/2021	Power Query & Power Pivot (Online)
April	20/4/2021	21/4/2021	Business Communication
April	22/4/2021	23/4/2021	Administrative Professional Conference 2021
April	15/4/2021	16/4/2021	NLP Coaching Skills for Managers
April	20/4/2021	21/4/2021	StoryTelling Skills for Organisational Change
April	22/4/2021	23/4/2021	Microsoft Excel- Intermediate
April	27/4/2021	28/4/2021	Leadership Skills for Managers - 7 Key Tools
May	4/5/2021	5/5/2021	Interview Skills- Competency And Behavioral Based
May	4/5/2021	5/5/2021	Negotiation Skills and Cost Optimization for Purchasing Professionals
May	6/5/2021	6/5/2021	8D Problem Solving Process

*Please click on the courses to Download Brochure & Register Online			
Month	From	To	Event
May	6/5/2021	7/5/2021	Microsoft Excel- Advanced
May	6/5/2021	7/5/2021	Competitive Selling Skills
May	7/5/2021	7/5/2021	Filing and Records Management
May	25/5/2021	26/5/2021	Proposal Writing Skills - Business and Technical
May	25/5/2021	26/5/2021	Secretarial and Administrative Skills
May	25/5/2021	26/5/2021	Business Analysis for Decision Making
May	27/5/2021	28/5/2021	Effective Presentation & Influencing Skills Using NLP
May	27/5/2021	27/5/2021	Personal Data Protection Act (PDPA) 2010
June	3/6/2021	4/6/2021	Handling Full Set of Accounts
June	3/6/2021	4/6/2021	Strategic Planning and Execution; Turning Your Vision to Reality
June	3/6/2021	4/6/2021	Microsoft Power BI
June	10/6/2021	11/6/2021	Excellent Customer Service & Response to Complaints
June	10/6/2021	11/6/2021	Effective Communication, Creative Thinking and Problem Solving for Engineers
June	15/6/2021	16/6/2021	Accounting for Non- Accountants
June	15/6/2021	16/6/2021	Big Data Analytics & Visualization in Excel
June	17/6/2021	17/6/2021	Corporate Liability Provision: Anti Bribery & Corruption
June	17/6/2021	17/6/2021	Credit Evaluation & Fraud Protection
June	17/6/2021	18/6/2021	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness
June	22/6/2021	23/6/2021	Microsoft PowerPoint - Intermediate
June	22/6/2021	23/6/2021	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team
June	23/6/2021	24/6/2021	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements
June	23/6/2021	24/6/2021	Finance for Non-Finance Managers
June	23/6/2021	24/6/2021	Advanced Selling Skills; Insight Selling
June	24/6/2021	24/6/2021	High Impact Telesales
June	24/6/2021	25/6/2021	Social Media Marketing and Branding Development
July	6/7/2021	7/7/2021	Data Analysis & Data Modeling Tools In Excel & Power BI
July	6/7/2021	7/7/2021	HR for Non HR Managers
July	6/7/2021	7/7/2021	Sales Strategy; How to Win & Retain Customers with NLP
July	8/7/2021	8/7/2021	How to Read Financial Statements (Online)
July	8/7/2021	8/7/2021	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness
July	7/7/2021	9/7/2021	Train the Trainer Certification
July	13/7/2021	14/7/2021	Technical Report Writing for Engineers and Technical Personnel
July	13/7/2021	14/7/2021	Adobe Illustrator Intensive (Online)
July	13/7/2021	14/7/2021	Developing Mental Toughness & Adversity Quotient (AQ)
July	27/7/2021	28/7/2021	Microsoft Excel- Intermediate
July	27/7/2021	27/7/2021	Power Query & Power Pivot (Online)
July	27/7/2021	28/7/2021	Cultural Diversity & Inclusion At the Workplace
July	29/7/2021	30/7/2021	Coaching and Mentoring Skills
July	29/7/2021	30/7/2021	Finance for Non-Finance Managers
August	3/8/2021	4/8/2021	Excellent Customer Service & Response to Complaints
August	3/8/2021	4/8/2021	Strategic Contracts Negotiation And Deal Making
August	5/8/2021	6/8/2021	Sales Coaching for High Performance
August	5/8/2021	6/8/2021	Decision Making and Problem Solving Strategies
August	12/8/2021	12/8/2021	Effectively Engage, Convince & Sell Online
August	17/8/2021	18/8/2021	Transformational Leadership with EQ
August	17/8/2021	18/8/2021	Pengurusan Gudang, Stor & Inventori Yang Berkesan
August	17/8/2021	18/8/2021	Secretarial and Administrative Skills
August	18/8/2021	19/8/2021	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures
August	19/8/2021	20/8/2021	Strategic Management
August	19/8/2021	20/8/2021	Emotional Intelligence for Managers (NLP)
August	24/8/2021	25/8/2021	Change Management for Leaders
September	2/9/2021	3/9/2021	Finance for Non-Finance Managers
September	7/9/2021	8/9/2021	Microsoft Excel- Advanced
September	9/9/2021	10/9/2021	Effective Inventory & Store Management
September	9/9/2021	10/9/2021	Big Data Analytics & Visualization in Excel
September	9/9/2021	9/9/2021	Debt Collection Through Phone
September	9/9/2021	10/9/2021	Leadership Skills for Managers - 7 Key Tools
September	21/9/2021	22/9/2021	Email and Report Writing Skills
September	22/9/2021	23/9/2021	Managing Discipline at the Workplace
September	22/9/2021	23/9/2021	Coaching and Mentoring Skills
September	22/9/2021	23/9/2021	Business Acumen Skills
September	28/9/2021	29/9/2021	Social Media Marketing and Branding Development
September	28/9/2021	29/9/2021	Service Level Agreements (SLA); Understanding Buyers and Vendor Roles
September	29/9/2021	30/9/2021	Proposal Writing Skills - Business and Technical
September	30/9/2021	1/10/2021	Handling Full Set of Accounts
October	5/10/2021	6/10/2021	Managing Time and Increasing Work Efficiency
October	5/10/2021	6/10/2021	Power Packed Telesales
October	7/10/2021	8/10/2021	Sales Strategy; How to Win & Retain Customers with NLP
October	7/10/2021	7/10/2021	Filing and Records Management
October	12/10/2021	13/10/2021	Training Needs Analysis; Methods, Tools and Techniques Simplified

*Please click on the courses to Download Brochure & Register Online			
Month	From	To	Event
October	12/10/2021	13/10/2021	How to Bring Your Virtual Presentation to Life
October	14/10/2021	15/10/2021	Negotiation Skills and Cost Optimization for Purchasing Professionals
October	14/10/2021	15/10/2021	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements
October	14/10/2021	14/10/2021	Strategic Planning For HR Specialists
October	20/10/2021	21/10/2021	Persuasive & Influencing Skills Using NLP
October	21/10/2021	22/10/2021	Interview Skills- Competency And Behavioral Based
October	21/10/2021	22/10/2021	Technical Report Writing for Engineers and Technical Personnel
October	26/10/2021	27/10/2021	Competitive Selling Skills
October	26/10/2021	27/10/2021	Strategic Planning and Execution; Turning Your Vision to Reality
October	27/10/2021	27/10/2021	Effectively Engage, Convince & Sell Online
November	2/11/2021	2/11/2021	Scheduled Waste Management
November	2/11/2021	3/11/2021	Finance for Non-Finance Managers
November	4/11/2021	4/11/2021	Personal Data Protection Act (PDPA) 2010
November	9/11/2021	10/11/2021	Excellent Customer Service & Response to Complaints
November	9/11/2021	10/11/2021	Effective Inventory & Store Management
November	11/11/2021	12/11/2021	Leadership Skills for Managers - 7 Key Tools
November	11/11/2021	12/11/2021	Effective Communication, Creative Thinking & Problem Solving for Engineers
November	16/11/2021	17/11/2021	Project Management and Implementation: Going Practical and Beyond PMI Best Practices
November	16/11/2021	17/11/2021	Data Analysis & Data Modeling Tools In Excel & Power BI
November	17/11/2021	18/11/2021	Developing Mental Toughness & Adversity Quotient (AQ)
November	18/11/2021	19/11/2021	Credit Evaluation & Fraud Protection
November	18/11/2021	19/11/2021	Sales Coaching for High Performance
November	17/11/2021	18/11/2021	Secretarial and Administrative Skills
November	24/11/2021	24/11/2021	Power Query & Power Pivot (Online)
November	24/11/2021	25/11/2021	NLP Coaching Skills for Managers
November	25/11/2021	26/11/2021	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements
November	25/11/2021	26/11/2021	Drafting & Negotiating Commercial Contracts : Review & Minimise Risk
December	1/12/2021	2/12/2021	Business Analysis for Decision Making
December	1/12/2021	1/12/2021	Corporate Liability Provision: Anti Bribery & Corruption
December	6/12/2021	7/12/2021	HR for Non HR Managers
December	6/12/2021	7/12/2021	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness
December	3/12/2021	3/12/2021	Filing and Records Management
December	6/12/2021	7/12/2021	Strategic Procurement & Vendor Negotiation Skills
December	7/12/2021	8/12/2021	Budgeting and Cash Flow: Forecasting and Reporting
December	7/12/2021	8/12/2021	Business Communication
December	8/12/2021	9/12/2021	Transformational Leadership with EQ
December	8/12/2021	9/12/2021	Accounting for Non- Accountants
December	9/12/2021	10/12/2021	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team
December	8/12/2021	9/12/2021	Effective Incident Investigation & Reporting for Oil & Gas (Online) - 3 days
December	9/12/2021	10/12/2021	MS Excel - Advanced
December	9/12/2021	10/12/2021	Social Media Marketing and Branding Development
December	9/12/2021	10/12/2021	Interpret and Analyse Financial Statements and Cash Flow Analysis for Better Decision Making
December	14/12/2021	15/12/2021	Strategic Planning and Execution; Turning Your Vision to Reality
December	14/12/2021	14/12/2021	High Impact Telesales (Online)
December	16/12/2021	17/12/2021	Supervisory Development Skills
December	15/12/2021	16/12/2021	Persuasive & Influencing Skills Using NLP

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