

Updated 21 Dec 2021

PUBLIC TRAINING CALENDAR JANUARY - DECEMBER 2022



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corporate training and consultancy

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

January	10/1/22	11/1/22	Leadership Skills for Managers - 7 Key Tools
January	10/1/22	11/1/22	Microsoft PowerPoint - Intermediate
January	11/1/22	12/1/22	Strategic Management Performance
January	12/1/22	12/1/22	Corporate Liability Provision: Anti Bribery & Corruption
January	13/1/22	14/1/22	Excellent Customer Service & Response to Complaints
January	13/1/22	14/1/22	Copywriting for Branding & Marketing
January	19/1/22	20/1/22	Emotional Intelligence for Managers (NLP)
January	19/1/22	20/1/22	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance
January	20/1/22	21/1/22	Finance for Non-Finance Managers
January	20/1/22	21/1/22	Strategic Planning and Execution; Turning Your Vision to Reality
January	21/1/22	21/1/22	How To Read Financial Statements (1 day Online)
January	21/1/22	22/1/22	Transformational Leadership with EQ
January	21/1/22	22/1/22	Microsoft Excel- Intermediate
January	21/1/22	22/1/22	Sales Coaching for High Performance
January	21/1/22	22/1/22	Adobe Illustrator Intensive
January	25/1/22	26/1/22	Strategic Contracts Negotiation And Deal Making
January	26/1/22	27/1/22	Training Needs Analysis; Methods, Tools and Techniques Simplified
January	26/1/22	27/1/22	Service Level Agreements (SLA); Understanding Buyers and Vendor Roles
February	8/2/22	9/2/22	Decision Making and Problem Solving Strategies
February	8/2/22	9/2/22	Effective QCC & 7 QC Tools
February	8/2/22	8/2/22	Engage Your Audience Online
February	10/2/22	11/2/22	Cultural Diversity & Inclusion At the Workplace
February	10/2/22	11/2/22	Strategic Procurement & Vendor Negotiation Skills
February	22/2/22	23/2/22	Turning Data to Stories for Decision Making
February	22/2/22	23/2/22	Sales Strategy; How to Win & Retain Customers with NLP
February	22/2/22	23/2/22	Secretarial and Administrative Skills
February	24/2/22	25/2/22	Oral English and Better Grammar for Business
February	24/2/22	25/2/22	Corporate Liability Provision: Anti Bribery & Corruption
February	24/2/22	25/2/22	Managing e-Commerce Logistics & Fulfilment
February	24/2/22	25/2/22	Microsoft Excel- Advanced
February	24/2/22	25/2/22	Crisis & Disaster Management
February	24/2/22	25/2/22	Handling Full Set of Accounts
March	1/3/22	2/3/22	Interview Skills- Competency And Behavioral Based
March	1/3/22	2/3/22	Developing Mental Toughness & Adversity Quotient (AQ)
March	3/3/22	3/3/22	Filing and Records Management
March	3/3/22	3/3/22	Personal Financial Planning
March	3/3/22	4/3/22	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements
March	8/3/22	8/3/22	Understanding Contract Clauses & Debt Recovery (Half day online)
March	10/03/22	11/3/22	Social Media Marketing and Branding Development
March	10/03/22	11/3/22	Procurement Management (Source to Supply)
March	15/3/22	16/3/22	Microsoft PowerPoint - Intermediate
March	15/3/22	16/3/22	Drafting & Negotiating Commercial Contracts : Review & Minimise Risk
March	15/3/22	16/3/22	English Communication At Work
March	17/3/22	18/3/22	Change Management for Leaders
March	17/3/22	18/3/22	Microsoft Excel- Advanced
March	17/3/22	18/3/22	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance
March	17/3/22	18/3/22	Competitive Selling Skills
March	22/3/22	23/3/22	Finance for Non-Finance Managers
March	22/3/22	23/3/22	Effective Inventory & Store Management
March	22/3/22	23/3/22	Email and Report Writing Skills

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March	22/3/22	22/3/22	Business Acumen for Entrepreneur (1 day online)
March	24/3/22	25/3/22	Managing Discipline at the Workplace
March	24/3/22	25/3/22	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness
March	29/3/22	30/3/22	Big Data Analytics & Visualization in Excel
March	29/3/22	30/3/22	Managing Meetings and Minutes Writing Made Easy
March	29/3/22	30/3/22	Persuasive & Influencing Skills Using NLP
April	4/4/22	7/4/22	Advanced Negotiation Skills (online)
April	12/4/22	13/4/22	Strategic Procurement & Vendor Negotiation Skills
April	12/4/22	13/4/22	Supervisory Development Skills
April	12/4/22	13/4/22	Coaching and Mentoring Skills
April	14/4/22	15/4/22	Project Management and Implementation; Going Practical and Beyond PMI Best Practices
April	14/4/22	14/4/22	High Impact Telesales (online)
April	20/4/22	20/4/22	Engage Your Audience Online
April	20/4/22	20/4/22	Credit Evaluation & Fraud Protection
April	21/4/22	22/4/22	Positive Mental Attitude
April	26/4/22	27/4/22	Professional Business Presentation Skills
April	26/4/22	27/4/22	Supply Chain Management
April	28/4/22	29/4/22	Administrative Professional Conference 2022
May	17/5/22	18/5/22	Effective Inventory & Store Management
May	17/5/22	18/5/22	Coaching and Mentoring Skills
May	18/5/22	18/5/22	Understanding Contract Clauses to Prevent Bad Debt & Legal Process (Online)
May	19/5/22	19/5/22	Scheduled Waste Management
May	19/5/22	20/5/22	Managing Time and Increasing Work Efficiency
May	19/5/22	19/5/22	Power Query & Power Pivot
May	19/5/22	20/5/22	Business Communication
May	24/5/22	25/5/22	Technical Report Writing for Engineers and Technical Personnel
May	24/5/22	25/5/22	Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)
May	24/5/22	25/5/22	StoryTelling Skills for Organisational Change
May	26/5/22	27/5/22	Microsoft Excel- Intermediate
May	26/5/22	27/5/22	Strategic Contracts Negotiation And Deal Making
May	26/5/22	27/5/22	Interview Skills- Competency And Behavioral Based
May	30/5/22	30/5/22	Debt Collection Through Phone
May	30/5/22	31/5/22	Finance for Non-Finance Managers
May	30/5/22	31/5/22	Negotiation Skills and Cost Optimization for Purchasing Professionals
May	30/5/22	30/5/22	8D Problem Solving Process
May	31/5/22	1/6/22	Leadership Skills for Managers - 7 Key Tools
June	1/6/22	2/6/22	Microsoft Excel- Advanced
June	1/6/22	2/6/22	Competitive Selling Skills
June	2/6/22	3/6/22	Proposal Writing Skills - Business and Technical
June	7/6/22	8/6/22	Secretarial and Administrative Skills
June	7/6/22	8/6/22	Business Analysis for Decision Making
June	7/6/22	8/6/22	Report Writing; How to Write Simply and Clearly
June	7/6/22	7/6/22	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance
June	9/6/22	10/6/22	Effective Presentation & Influencing Skills Using NLP
June	9/6/22	10/6/22	Handling Full Set of Accounts
June	9/6/22	10/6/22	Strategic Planning and Execution; Turning Your Vision to Reality
June	9/6/22	10/6/22	Microsoft Power BI
June	9/6/22	10/6/22	Effective QCC & 7 QC Tools
June	9/6/22	10/6/22	Excellent Customer Service & Response to Complaints
June	14/6/22	15/6/22	Effective Communication, Creative Thinking and Problem Solving for Engineers
June	14/6/22	15/6/22	Accounting for Non- Accountants
June	14/6/22	15/6/22	Big Data Analytics & Visualization in Excel
June	16/6/22	16/6/22	How to Interpret & Analyse Financial Statement & Cash Flow Analysis for Better Decision (Online)
June	16/6/22	17/6/22	Sales Coaching for High Performance
June	16/6/22	17/6/22	Microsoft PowerPoint - Intermediate
June	16/6/22	17/6/22	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team
June	16/6/22	17/6/22	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements
June	21/6/22	22/6/22	Oral English and Better Grammar for Business
June	21/6/22	22/6/22	Finance for Non-Finance Managers
June	22/6/22	23/6/22	Drafting & Negotiating Commercial Contract; Review & Miminise Risk
June	23/6/22	24/6/22	Data Modelling & Data Visualization Tools In Excel & Power BI
June	28/6/22	28/6/22	Corporate Liability Provision: Anti Bribery & Anti-Corruption
June	28/6/22	29/6/22	Sales Strategy; How to Win & Retain Customers with NLP

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

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

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December	8/12/22	9/12/22	<u>Professional Business Presentation Skills</u>
December	8/12/22	9/12/22	<u>Coaching and Mentoring Skills</u>
December	10/12/22	11/12/22	<u>Email and Report Writing Skills</u>
December	15/12/22	16/12/22	<u>Handling Full Set of Accounts</u>
December	15/12/22	16/12/22	<u>Administrative Professional Conference 2022</u>
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>
July	14/7/2022	15/7/2022	<u>Social Media Marketing and Branding Development</u>

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