

Public Training Calendar for Year 2020 for Klang Valley, Malaysia

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Month	From	To	Event
April	01/04/2020	02/04/2020	Coaching and Mentoring Skills
April	07/04/2020	08/04/2020	Project Management and Implementation; Going Practical and Beyond PMI Best Practices
April	07/04/2020	08/04/2020	Excellent Customer Service & Response to Complaints
April	09/04/2020	10/04/2020	Power Packed Telesales
April	09/04/2020	10/04/2020	Commercial Contracts 101: Understanding Tenancies & Lawful Evictions
April	09/04/2020	10/04/2020	Pengurusan Gudang, Stor & Inventori Yang Berkesan
April	10/04/2020	14/04/2020	Strategic Planning, Execution, Negotiation & Deal Making (5 days)
April	14/04/2020	14/04/2020	Strategic Planning For Hr Specialists
April	15/04/2020	16/04/2020	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements
April	16/04/2020	17/04/2020	Professional Business Presentation Skills
April	16/04/2020	17/04/2020	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures
April	16/04/2020	17/04/2020	Effective Debt Recovery and Prevention Strategies Through Credit Management
April	16/04/2020	17/04/2020	Managing Time and Increasing Work Efficiency
April	21/04/2020	22/04/2020	Administrative Professional Conference 2020
April	21/04/2020	22/04/2020	Business Communication
April	22/04/2020	23/04/2020	StoryTelling Skills for Organisational Change
April	29/04/2020	30/04/2020	NLP Coaching Skills for Managers
May	04/05/2020	05/05/2020	Managing Emotion, Conflict and Change
May	04/05/2020	05/05/2020	Interview Skills- Competency And Behavioral Based
May	05/05/2020	06/05/2020	Microsoft Excel- Intermediate
May	06/05/2020	06/05/2020	Effective Debt Collection Strategies Through Credit Management
May	12/05/2020	13/05/2020	Secretarial and Administrative Skills
May	13/05/2020	14/05/2020	Negotiation Skills and Cost Optimization for Purchasing Professionals
May	15/05/2020	15/05/2020	8D Problem Solving Process
May	15/05/2020	15/05/2020	Filing and Records Management
May	19/05/2020	20/05/2020	Proposal Writing Skills - Business and Technical
May	19/05/2020	20/05/2020	Business Analysis for Decision Making
May	20/05/2020	21/05/2020	Effective Presentation & Influencing Skills Using NLP
June	09/06/2020	10/06/2020	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance
June	09/06/2020	10/06/2020	Social Media Marketing and Branding Development
June	11/06/2020	12/06/2020	Microsoft Excel- Advanced
June	11/06/2020	12/06/2020	Accounting for Non- Accountants
June	15/06/2020	16/06/2020	Big Data Analytics & Visualization in Excel
June	16/06/2020	17/06/2020	Strategic Planning and Execution; Turning Your Vision to Reality
June	17/06/2020	17/06/2020	Digital Marketing Strategy on Social Media (Advanced)
June	18/06/2020	19/06/2020	Interview Skills- Competency And Behavioral Based
June	18/06/2020	19/06/2020	Leadership Skills for Managers - 7 Key Tools
June	23/06/2020	24/06/2020	Production Resource Planning, Scheduling & Activity Control
June	25/06/2020	26/06/2020	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements
July	01/07/2020	03/07/2020	Certified Master Trainer
July	13/07/2020	14/07/2020	Data Analysis & Data Modeling Tools In Excel & Power BI
July	14/07/2020	15/07/2020	Training Needs Analysis; Methods, Tools and Techniques Simplified
July	20/07/2020	21/07/2020	Sales Strategy; How to Win & Retain Customers with NLP
July	21/07/2020	22/07/2020	Effective Contract Negotiations
July	21/07/2020	22/07/2020	Technical Report Writing for Engineers and Technical Personnel
July	23/07/2020	24/07/2020	Strategic Contracts Negotiation And Deal Making
July	23/07/2020	24/07/2020	Microsoft Excel- Intermediate
July	27/07/2020	28/07/2020	Finance for Non-Finance Managers
July	28/07/2020	29/07/2020	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team
August	04/08/2020	05/08/2020	Excellent Customer Service & Response to Complaints
August	04/08/2020	05/08/2020	Effective Debt Recovery and Prevention Strategies Through Credit Management
August	11/08/2020	12/08/2020	Advanced Selling Skills: Insight Sales (b2b)
August	12/08/2020	13/08/2020	Decision Making and Problem Solving Strategies
August	13/08/2020	14/08/2020	Handling Full Set of Accounts
August	13/08/2020	14/08/2020	Pengurusan Gudang, Stor & Inventori Yang Berkesan
August	18/08/2020	19/08/2020	Effective Team Development and Teamwork
August	25/08/2020	26/08/2020	Secretarial and Administrative Skills
August	25/08/2020	26/08/2020	Strategic Management
August	27/08/2020	28/08/2020	Emotional Intelligence for Managers (NLP)
September	03/09/2020	04/09/2020	Managing Discipline at the Workplace

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Month	From	To	Event
September	04/09/2020	04/09/2020	8D Problem Solving Process
September	08/09/2020	09/09/2020	Finance for Non-Finance Managers
September	10/09/2020	11/09/2020	Microsoft Excel- Advanced
September	10/09/2020	11/09/2020	Big Data Analytics & Visualization in Excel
September	17/09/2020	18/09/2020	Service Level Agreements (SLA); Understanding Buyers and Vendor Roles
September	17/09/2020	18/09/2020	Leadership Skills for Managers - 7 Key Tools
September	17/09/2020	18/09/2020	Email and Report Writing Skills
September	22/09/2020	23/09/2020	Coaching and Mentoring Skills
September	22/09/2020	23/09/2020	Commercial Contracts Drafting; Review, Draft and Minimise Risk
September	23/09/2020	24/09/2020	Business Acumen Skills
September	24/09/2020	25/09/2020	Social Media Marketing and Branding Development
September	25/09/2020	25/09/2020	Scheduled Waste Management
September	29/09/2020	30/09/2020	Proposal Writing Skills - Business and Technical
October	06/10/2020	07/10/2020	Managing Time and Increasing Work Efficiency
October	06/10/2020	07/10/2020	Power Packed Telesales
October	07/10/2020	08/10/2020	Sales Strategy; How to Win & Retain Customers with NLP
October	08/10/2020	08/10/2020	Filing and Records Management
October	13/10/2020	14/10/2020	Training Needs Analysis; Methods, Tools and Techniques Simplified
October	13/10/2020	14/10/2020	Professional Business Presentation Skills
October	15/10/2020	16/10/2020	Negotiation Skills and Cost Optimization for Purchasing Professionals
October	15/10/2020	16/10/2020	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements
October	16/10/2020	16/10/2020	Strategic Planning For Hr Specialists
October	19/10/2020	20/10/2020	Persuasive & Influencing Skills Using NLP
October	20/10/2020	21/10/2020	Technical Report Writing for Engineers and Technical Personnel
October	20/10/2020	21/10/2020	Microsoft Excel- Advanced
October	22/10/2020	23/10/2020	Strategic Planning and Execution; Turning Your Vision to Reality
October	27/10/2020	27/10/2020	Digital Marketing Strategy on Social Media (Advanced)
November	03/11/2020	04/11/2020	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance
November	03/11/2020	03/11/2020	Scheduled Waste Management
November	04/11/2020	05/11/2020	Excellent Customer Service & Response to Complaints
November	05/11/2020	06/11/2020	Effective Inventory & Store Management
November	11/11/2020	12/11/2020	Leadership Skills for Managers - 7 Key Tools
November	12/11/2020	13/11/2020	Effective Communication, Creative Thinking & Problem Solving for Engineers
November	17/11/2020	18/11/2020	Project Management and Implementation; Going Practical and Beyond PMI Best Practices
November	17/11/2020	18/11/2020	Advanced Selling Skills: Insight Sales (b2b)
November	18/11/2020	19/11/2020	Commercial Contracts Drafting; Review, Draft and Minimise Risk
November	19/11/2020	20/11/2020	Secretarial and Administrative Skills
November	24/11/2020	25/11/2020	Interview Skills- Competency And Behavioral Based
November	24/11/2020	25/11/2020	Effective Debt Recovery and Prevention Strategies Through Credit Management
November	26/11/2020	27/11/2020	NLP Coaching Skills for Managers
November	26/11/2020	27/11/2020	Strategic Planning and Execution; Turning Your Vision to Reality
November	26/11/2020	27/11/2020	Finance for Non-Finance Managers
December	01/12/2020	02/12/2020	Business Analysis for Decision Making
December	01/12/2020	01/12/2020	Filing and Records Management
December	02/12/2020	03/12/2020	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team
December	03/12/2020	04/12/2020	Social Media Marketing and Branding Development
December	03/12/2020	04/12/2020	Accounting for Non- Accountants
December	08/12/2020	09/12/2020	Budgeting and Cash Flow Forecasting and Reporting
December	15/12/2020	16/12/2020	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness
December	16/12/2020	17/12/2020	Persuasive & Influencing Skills Using NLP
December	17/12/2020	18/12/2020	Data Analysis & Data Modeling Tools In Excel & Power BI

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