

Updated 24 March 2021

## PUBLIC TRAINING CALENDAR JANUARY - DECEMBER 2021



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

Month	From	To	Event
April	1/4/2021	2/4/2021	<a href="#"><u>Strategic Procurement &amp; Vendor Negotiation Skills</u></a>
April	1/4/2021	2/4/2021	<a href="#"><u>Supervisory Development Skills</u></a>
April	1/4/2021	2/4/2021	<a href="#"><u>Coaching and Mentoring Skills</u></a>
April	1/4/2021	2/4/2021	<a href="#"><u>Project Management and Implementation; Going Practical and Beyond PMI Best Practices</u></a>
April	1/4/2021	1/4/2021	<a href="#"><u>High Impact Telesales</u></a>
April	6/4/2021	7/4/2021	<a href="#"><u>Winning Employee Engagement</u></a>
April	6/4/2021	7/4/2021	<a href="#"><u>Drafting &amp; Negotiating Commercial Contract; Review &amp; Minimise Risk</u></a>
April	7/4/2021	8/4/2021	<a href="#"><u>Effectively Engage, Convince &amp; Sell Online</u></a>
April	8/4/2021	8/4/2021	<a href="#"><u>Credit Evaluation &amp; Fraud Protection</u></a>
April	8/4/2021	8/4/2021	<a href="#"><u>Strategic Planning For HR Specialists</u></a>
April	8/4/2021	9/4/2021	<a href="#"><u>Professional Business Presentation Skills</u></a>
April	10/4/2021	11/4/2021	<a href="#"><u>Supply Chain Management</u></a>
April	13/4/2021	14/4/2021	<a href="#"><u>Social Media Marketing and Branding Development</u></a>
April	13/4/2021	14/4/2021	<a href="#"><u>Effective Inventory &amp; Store Management</u></a>
April	13/4/2021	14/4/2021	<a href="#"><u>Managing Time and Increasing Work Efficiency</u></a>
April	15/4/2021	16/4/2021	<a href="#"><u>Copywriting Skills Intensive</u></a>
April	15/4/2021	15/4/2021	<a href="#"><u>Debt Recovery and Legal Process</u></a>
April	15/4/2021	15/4/2021	<a href="#"><u>Scheduled Waste Management</u></a>
April	15/4/2021	16/4/2021	<a href="#"><u>NLP Coaching Skills for Managers</u></a>
April	20/4/2021	20/4/2021	<a href="#"><u>Power Query &amp; Power Pivot</u></a>
April	20/4/2021	21/4/2021	<a href="#"><u>Business Communication</u></a>
April	20/4/2021	21/4/2021	<a href="#"><u>Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)</u></a>
April	20/4/2021	21/4/2021	<a href="#"><u>StoryTelling Skills for Organisational Change</u></a>
April	22/4/2021	23/4/2021	<a href="#"><u>Administrative Professional Conference 2021</u></a>
April	22/4/2021	23/4/2021	<a href="#"><u>Microsoft Excel- Intermediate</u></a>
April	27/4/2021	28/4/2021	<a href="#"><u>Decision Making and Problem Solving Strategies</u></a>
April	27/4/2021	28/4/2021	<a href="#"><u>Leadership Skills for Managers - 7 Key Tools</u></a>
May	4/5/2021	5/5/2021	<a href="#"><u>Interview Skills- Competency And Behavioral Based</u></a>
May	4/5/2021	4/5/2021	<a href="#"><u>Debt Collection Through Phone</u></a>
May	4/5/2021	5/5/2021	<a href="#"><u>Finance for Non-Finance Managers</u></a>
May	4/5/2021	5/5/2021	<a href="#"><u>Negotiation Skills and Cost Optimization for Purchasing Professionals</u></a>
May	6/5/2021	6/5/2021	<a href="#"><u>8D Problem Solving Process</u></a>
May	6/5/2021	7/5/2021	<a href="#"><u>Microsoft Excel- Advanced</u></a>
May	6/5/2021	7/5/2021	<a href="#"><u>Competitive Selling Skills</u></a>
May	7/5/2021	7/5/2021	<a href="#"><u>Filing and Records Management</u></a>
May	25/5/2021	26/5/2021	<a href="#"><u>Proposal Writing Skills - Business and Technical</u></a>
May	25/5/2021	26/5/2021	<a href="#"><u>Secretarial and Administrative Skills</u></a>
May	25/5/2021	26/5/2021	<a href="#"><u>Business Analysis for Decision Making</u></a>
May	27/5/2021	28/5/2021	<a href="#"><u>Effective Presentation &amp; Influencing Skills Using NLP</u></a>
May	27/5/2021	28/5/2021	<a href="#"><u>Report Writing; How to Write Simply and Clearly</u></a>
May	27/5/2021	27/5/2021	<a href="#"><u>Personal Data Protection Act (PDPA) 2010</u></a>
June	3/6/2021	4/6/2021	<a href="#"><u>Handling Full Set of Accounts</u></a>
June	3/6/2021	4/6/2021	<a href="#"><u>Strategic Planning and Execution; Turning Your Vision to Reality</u></a>
June	3/6/2021	4/6/2021	<a href="#"><u>Microsoft Power BI</u></a>
June	10/6/2021	10/6/2021	<a href="#"><u>Effective QCC &amp; 7 QC Tools</u></a>
June	10/6/2021	11/6/2021	<a href="#"><u>Excellent Customer Service &amp; Response to Complaints</u></a>
June	10/6/2021	11/6/2021	<a href="#"><u>Effective Communication, Creative Thinking and Problem Solving for Engineers</u></a>
June	15/6/2021	16/6/2021	<a href="#"><u>Accounting for Non- Accountants</u></a>
June	15/6/2021	16/6/2021	<a href="#"><u>Big Data Analytics &amp; Visualization in Excel</u></a>
June	17/6/2021	17/6/2021	<a href="#"><u>Corporate Liability Provision: Anti Bribery &amp; Corruption</u></a>
June	17/6/2021	17/6/2021	<a href="#"><u>Credit Evaluation &amp; Fraud Protection</u></a>

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Month	From	To	Event
June	17/6/2021	18/6/2021	<a href="#">Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness</a>
June	22/6/2021	23/6/2021	<a href="#">Microsoft PowerPoint - Intermediate</a>
June	22/6/2021	22/6/2021	<a href="#">Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team</a>
June	23/6/2021	24/6/2021	<a href="#">Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements</a>
June	23/6/2021	24/6/2021	<a href="#">Finance for Non-Finance Managers</a>
June	23/6/2021	24/6/2021	<a href="#">Advanced Selling Skills; Insight Selling</a>
June	24/6/2021	24/6/2021	<a href="#">High Impact Telesales</a>
June	24/6/2021	25/6/2021	<a href="#">Social Media Marketing and Branding Development</a>
July	6/7/2021	7/7/2021	<a href="#">Data Modelling &amp; Data Visualization Tools In Excel &amp; Power BI</a>
July	6/7/2021	7/7/2021	<a href="#">HR for Non HR Managers</a>
July	6/7/2021	7/7/2021	<a href="#">Sales Strategy; How to Win &amp; Retain Customers with NLP</a>
July	7/7/2021	9/7/2021	<a href="#">Train the Trainer Certification</a>
July	8/7/2021	8/7/2021	<a href="#">How to Read Financial Statements (Online)</a>
July	8/7/2021	8/7/2021	<a href="#">Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness</a>
July	13/7/2021	14/7/2021	<a href="#">Technical Report Writing for Engineers and Technical Personnel</a>
July	13/7/2021	14/7/2021	<a href="#">Adobe Illustrator Intensive (Online)</a>
July	13/7/2021	14/7/2021	<a href="#">Developing Mental Toughness &amp; Adversity Quotient (AQ)</a>
July	27/7/2021	28/7/2021	<a href="#">Microsoft Excel- Intermediate</a>
July	27/7/2021	27/7/2021	<a href="#">Power Query &amp; Power Pivot (Online)</a>
July	27/7/2021	28/7/2021	<a href="#">Cultural Diversity &amp; Inclusion At the Workplace</a>
July	29/7/2021	30/7/2021	<a href="#">Coaching and Mentoring Skills</a>
July	29/7/2021	30/7/2021	<a href="#">Finance for Non-Finance Managers</a>
August	3/8/2021	4/8/2021	<a href="#">Excellent Customer Service &amp; Response to Complaints</a>
August	3/8/2021	4/8/2021	<a href="#">Strategic Contracts Negotiation And Deal Making</a>
August	5/8/2021	6/8/2021	<a href="#">Sales Coaching for High Performance</a>
August	5/8/2021	6/8/2021	<a href="#">Business Analysis for Decision Making</a>
August	5/8/2021	6/8/2021	<a href="#">Decision Making and Problem Solving Strategies</a>
August	12/8/2021	12/8/2021	<a href="#">Effectively Engage, Convince &amp; Sell Online</a>
August	17/8/2021	18/8/2021	<a href="#">Transformational Leadership with EQ</a>
August	17/8/2021	18/8/2021	<a href="#">Pengurusan Gudang, Stor &amp; Inventori Yang Berkesan</a>
August	17/8/2021	18/8/2021	<a href="#">Secretarial and Administrative Skills</a>
August	18/8/2021	19/8/2021	<a href="#">Employment Law - Understanding Grievance Handling, Disciplinary &amp; Termination Procedures</a>
August	19/8/2021	20/8/2021	<a href="#">Strategic Management</a>
August	19/8/2021	20/8/2021	<a href="#">Emotional Intelligence for Managers (NLP)</a>
August	24/8/2021	24/8/2021	<a href="#">Debt Recovery and Legal Process</a>
August	24/8/2021	25/8/2021	<a href="#">Change Management for Leaders</a>
September	2/9/2021	3/9/2021	<a href="#">Finance for Non-Finance Managers</a>
September	7/9/2021	8/9/2021	<a href="#">Microsoft Excel- Advanced</a>
September	9/9/2021	10/9/2021	<a href="#">Effective Inventory &amp; Store Management</a>
September	9/9/2021	10/9/2021	<a href="#">Big Data Analytics &amp; Visualization in Excel</a>
September	9/9/2021	9/9/2021	<a href="#">Debt Collection Through Phone</a>
September	9/9/2021	10/9/2021	<a href="#">Leadership Skills for Managers - 7 Key Tools</a>
September	21/9/2021	22/9/2021	<a href="#">Email and Report Writing Skills</a>
September	22/9/2021	23/9/2021	<a href="#">Managing Discipline at the Workplace</a>
September	22/9/2021	23/9/2021	<a href="#">Coaching and Mentoring Skills</a>
September	22/9/2021	23/9/2021	<a href="#">Business Acumen Skills</a>
September	28/9/2021	29/9/2021	<a href="#">Social Media Marketing and Branding Development</a>
September	28/9/2021	29/9/2021	<a href="#">Service Level Agreements (SLA); Understanding Buyers and Vendor Roles</a>
September	29/9/2021	30/9/2021	<a href="#">Proposal Writing Skills - Business and Technical</a>
September	30/9/2021	1/10/2021	<a href="#">Handling Full Set of Accounts</a>
October	5/10/2021	6/10/2021	<a href="#">Managing Time and Increasing Work Efficiency</a>
October	5/10/2021	6/10/2021	<a href="#">Power Packed Telesales</a>
October	7/10/2021	8/10/2021	<a href="#">Sales Strategy; How to Win &amp; Retain Customers with NLP</a>
October	7/10/2021	7/10/2021	<a href="#">Filing and Records Management</a>
October	12/10/2021	13/10/2021	<a href="#">Training Needs Analysis; Methods, Tools and Techniques Simplified</a>
October	12/10/2021	12/10/2021	<a href="#">Debt Recovery and Legal Process</a>
October	12/10/2021	12/10/2021	<a href="#">8D Problem Solving Process</a>
October	12/10/2021	13/10/2021	<a href="#">How to Bring Your Virtual Presentation to Life</a>
October	14/10/2021	15/10/2021	<a href="#">Negotiation Skills and Cost Optimization for Purchasing Professionals</a>
October	14/10/2021	15/10/2021	<a href="#">Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements</a>
October	14/10/2021	14/10/2021	<a href="#">Strategic Planning For HR Specialists</a>
October	20/10/2021	21/10/2021	<a href="#">Persuasive &amp; Influencing Skills Using NLP</a>
October	21/10/2021	22/10/2021	<a href="#">Interview Skills- Competency And Behavioral Based</a>
October	21/10/2021	22/10/2021	<a href="#">Technical Report Writing for Engineers and Technical Personnel</a>

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Month	From	To	Event
October	26/10/2021	27/10/2021	<a href="#"><u>Competitive Selling Skills</u></a>
October	26/10/2021	27/10/2021	<a href="#"><u>Strategic Planning and Execution; Turning Your Vision to Reality</u></a>
October	27/10/2021	27/10/2021	<a href="#"><u>Effectively Engage, Convince &amp; Sell Online</u></a>
November	2/11/2021	2/11/2021	<a href="#"><u>Scheduled Waste Management</u></a>
November	2/11/2021	3/11/2021	<a href="#"><u>Finance for Non-Finance Managers</u></a>
November	4/11/2021	4/11/2021	<a href="#"><u>Personal Data Protection Act (PDPA) 2010</u></a>
November	9/11/2021	10/11/2021	<a href="#"><u>Excellent Customer Service &amp; Response to Complaints</u></a>
November	9/11/2021	10/11/2021	<a href="#"><u>Effective Inventory &amp; Store Management</u></a>
November	11/11/2021	12/11/2021	<a href="#"><u>Leadership Skills for Managers - 7 Key Tools</u></a>
November	11/11/2021	12/11/2021	<a href="#"><u>Effective Communication, Creative Thinking &amp; Problem Solving for Engineers</u></a>
November	16/11/2021	17/11/2021	<a href="#"><u>Project Management and Implementation; Going Practical and Beyond PMI Best Practices</u></a>
November	16/11/2021	17/11/2021	<a href="#"><u>Data Modelling &amp; Data Visualization Tools In Excel &amp; Power BI</u></a>
November	17/11/2021	18/11/2021	<a href="#"><u>Developing Mental Toughness &amp; Adversity Quotient (AQ)</u></a>
November	17/11/2021	18/11/2021	<a href="#"><u>Secretarial and Administrative Skills</u></a>
November	18/11/2021	19/11/2021	<a href="#"><u>Credit Evaluation &amp; Fraud Protection</u></a>
November	18/11/2021	19/11/2021	<a href="#"><u>Sales Coaching for High Performance</u></a>
November	24/11/2021	24/11/2021	<a href="#"><u>Effective QCC &amp; 7 QC Tools</u></a>
November	24/11/2021	24/11/2021	<a href="#"><u>Power Query &amp; Power Pivot (Online)</u></a>
November	24/11/2021	25/11/2021	<a href="#"><u>NLP Coaching Skills for Managers</u></a>
November	25/11/2021	26/11/2021	<a href="#"><u>Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements</u></a>
November	25/11/2021	26/11/2021	<a href="#"><u>Drafting &amp; Negotiating Commercial Contracts : Review &amp; Minimise Risk</u></a>
December	1/12/2021	2/12/2021	<a href="#"><u>Business Analysis for Decision Making</u></a>
December	1/12/2021	1/12/2021	<a href="#"><u>Corporate Liability Provision: Anti Bribery &amp; Corruption</u></a>
December	3/12/2021	3/12/2021	<a href="#"><u>Filing and Records Management</u></a>
December	6/12/2021	7/12/2021	<a href="#"><u>HR for Non HR Managers</u></a>
December	6/12/2021	7/12/2021	<a href="#"><u>Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness</u></a>
December	6/12/2021	7/12/2021	<a href="#"><u>Strategic Procurement &amp; Vendor Negotiation Skills</u></a>
December	7/12/2021	8/12/2021	<a href="#"><u>Budgeting and Cash Flow: Forecasting and Reporting</u></a>
December	7/12/2021	8/12/2021	<a href="#"><u>Business Communication</u></a>
December	8/12/2021	9/12/2021	<a href="#"><u>Transformational Leadership with EQ</u></a>
December	8/12/2021	9/12/2021	<a href="#"><u>Accounting for Non- Accountants</u></a>
December	8/12/2021	9/12/2021	<a href="#"><u>Effective Incident Investigation &amp; Reporting for Oil &amp; Gas (Online) - 3 days</u></a>
December	9/12/2021	10/12/2021	<a href="#"><u>Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team</u></a>
December	9/12/2021	10/12/2021	<a href="#"><u>MS Excel - Advanced</u></a>
December	9/12/2021	10/12/2021	<a href="#"><u>Social Media Marketing and Branding Development</u></a>
December	9/12/2021	10/12/2021	<a href="#"><u>Interpret and Analyse Financial Statements and Cash Flow Analysis for Better Decision Making</u></a>
December	14/12/2021	15/12/2021	<a href="#"><u>Strategic Planning and Execution; Turning Your Vision to Reality</u></a>
December	14/12/2021	14/12/2021	<a href="#"><u>High Impact Telesales (Online)</u></a>
December	15/12/2021	16/12/2021	<a href="#"><u>Persuasive &amp; Influencing Skills Using NLP</u></a>
December	16/12/2021	17/12/2021	<a href="#"><u>Accounting for Non- Accountants</u></a>
December	16/12/2021	17/12/2021	<a href="#"><u>Supervisory Development Skills</u></a>

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