

updated 5April2017

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Month	From	To	Event
January	11/1/2017	12/1/2017	TRAINING NEEDS ANALYSIS; METHODS, TOOLS AND TECHNIQUES
January	11/1/2017	12/1/2017	BUSINESS ACUMEN
January	12/1/2017	13/1/2017	STRATEGIC PLANNING & EXECUTION
January	12/1/2017	13/1/2017	FINANCE FOR NON FINANCE MANAGERS
January	17/1/2017	18/1/2017	DRAFTING COMMERCIAL CONTRACTS
January	19/1/2017	20/1/2017	HANDLING FULL SET OF ACCOUNTS
January	23/1/2017	24/1/2017	DECISION MAKING AND PROBLEM SOLVING STRATEGIES
January	25/1/2017	26/1/2017	EXCEL - ADVANCED
February	15/2/2017	16/2/2017	CREATIVE & CRITICAL THINKING
February	15/2/2017	16/2/2017	PROJECT MANAGEMENT
February	21/2/2017	22/2/2017	NEGOTIATION SKILLS AND COST OPTIMIZATION
February	23/2/2017	24/2/2017	COACHING & MENTORING
February	23/2/2017	24/2/2017	STRATEGIC PLANNING & EXECUTION
February	23/2/2017	24/2/2017	EFFECTIVE COMMUNICATION, CREATIVE THINKING AND PROBLEM SOLVING FOR ENGINEERS
February	28/2/2017	1/3/2017	EMAIL AND REPORT WRITING
February	28/2/2017	2/3/2017	STRATEGIC NEGOTIATION AND DEAL MAKING
March	6/3/2017	7/3/2017	NEGOTIATE TO WIN
March	7/3/2017	8/3/2017	BUDGETING & CASHFLOW
March	7/3/2017	8/3/2017	CREATIVE & CRITICAL THINKING
March	9/3/2017	10/3/2017	POWER PACKED TELESALLES
March	14/3/2017	15/3/2017	BRAND MANAGEMENT IN THE DIGITAL AGE
March	14/3/2017	14/3/2017	PROPOSAL WRITING - BUSINESS & TECHNICAL
March	15/3/2017	16/3/2017	BUSINESS COMMUNICATION
March	15/3/2017	17/3/2017	TECHNICAL REPORT WRITING AND PRESENTATION SKILLS FOR ENGINEERS AND TECHNICAL PERSONNEL
March	15/3/2017	16/3/2017	TECHNICAL REPORT WRITING FOR ENGINEERS
March	16/3/2017	16/3/2017	PDPA
March	16/3/2017	16/3/2017	EXCEL - BASIC
March	20/3/2017	21/3/2017	STRATEGIC PLANNING & EXECUTION
March	20/3/2017	21/3/2017	STRATEGIC MANAGEMENT
March	21/3/2017	22/3/2017	EXCEL - INTERMEDIATE
March	22/3/2017	23/3/2017	EXCELLENT CUSTOMER SERVICE
March	23/3/2017	24/3/2017	LEADERSHIP COMMUNICATION; MANAGING DIFFERENT PERSONALITIES
March	23/3/2017	24/3/2017	PR WRITING IN THE DIGITAL AGE
March	23/3/2017	24/3/2017	FINANCE FOR NON FINANCE MANAGERS
March	23/3/2017	24/3/2017	SUPPLY CHAIN MANAGEMENT
March	27/3/2017	28/3/2017	DEVELOPING BUSINESS CASE
March	28/3/2017	29/3/2017	PERFORMANCE MANAGEMENT
March	29/3/2017	30/3/2017	PRODUCTION RESOURCE PLANNING
April	4/4/2017	5/4/2017	POSITIVE MENTAL ATTITUDE
April	4/4/2017	5/4/2017	COACHING AND MENTORING SKILLS

Month	From	To	Event
April	4/4/2017	5/4/2017	PROFESSIONAL BUSINESS PRESENTATION
April	6/4/2017	7/4/2017	BUSINESS ACUMEN
April	6/4/2017	6/4/2017	DEBT RECOVERY AND CREDIT MANAGEMENT
April	11/4/2017	12/4/2017	ACCOUNTING FOR NON ACCOUNTANTS
April	11/4/2017	12/4/2017	INFLUENCING AND PERSUADING SKILLS
April	13/4/2017	13/4/2017	TRANSFORMATIONAL LEADERSHIP
April	13/4/2017	13/4/2017	CREDIT MGNT & DEBT COLLECTION
April	13/4/2017	14/4/2017	TRAINING NEEDS ANALYSIS; METHODS, TOOLS AND TECHNIQUES
April	19/4/2017	20/4/2017	HANDLING FULL SET OF ACCOUNTS
April	20/4/2017	21/4/2017	SALES TRAINING WITH NLP
April	20/4/2017	21/4/2017	STRATEGIC MANAGEMENT
April	24/4/2017	25/4/2017	SOCIAL MEDIA MARKETING AND BRANDING DEVELOPMENT
April	26/4/2017	27/4/2017	SECRETARY CONFERENCE 2017
April	27/4/2017	28/4/2017	DECISION MAKING AND PROBLEM SOLVING STRATEGIES
April	27/4/2017	28/4/2017	MINUTES WRITING
May	4/5/2017	5/5/2017	SUPERVISORY DEVELOPMENT SKILLS
May	9/5/2017	10/5/2017	CHANGE MANAGEMENT FOR LEADERS
May	9/5/2017	10/5/2017	NEGOTIATE TO WIN
May	11/5/2017	12/5/2017	OPERATION MANAGEMENT MASTERCLASS
May	11/5/2017	12/5/2017	EMAIL AND REPORT WRITING
May	15/5/2017	17/5/2017	STRATEGIC NEGOTIATION AND DEAL MAKING
May	17/5/2017	18/5/2017	Drafting Commercial Contracts
May	17/5/2017	18/5/2017	MANAGING EMOTIONS, CONFLICT AND CHANGE
May	17/5/2017	18/5/2017	LEADERSHIP SKILLS FOR MANAGERS-7 KEY TOOLS FOR NEW LEADERS
May	18/5/2017	19/5/2017	FINANCE FOR NON FINANCE MANAGERS
May	18/5/2017	19/5/2017	PR WRITING IN THE DIGITAL AGE
May	18/5/2017	19/5/2017	PROJECT MANAGEMENT
May	22/5/2017	26/5/2017	ADVANCED NEGOTIATION CERTIFICATION
May	23/5/2017	24/5/2017	COACHING & MENTORING
May	23/5/2017	24/5/2017	REPORT WRITING- CLEARLY & SIMPLY
May	24/5/2017	24/5/2017	SCHEDULED WASTE MANAGEMENT
May	25/5/2017	26/5/2017	CREATIVE & CRITICAL THINKING
June	6/6/2017	7/6/2017	HANDLING FULL SET OF ACCOUNTS
June	06/06/2017	07/06/2017	PROFESSIONAL BUSINESS PRESENTATION
June	8/6/2017	9/6/2017	NEGOTIATION SKILLS AND COST OPTIMIZATION
June	8/6/2017	9/6/2017	MS PROJECT LEVEL 1
June	13/06/2017	13/06/2017	CREDIT MGNT & DEBT COLLECTION
June	13/06/2017	14/06/2017	PERSUASIVE COMMUNICATION SKILLS
June	14/06/2017	15/06/2017	UNDERSTANDING FINANCIAL STATEMENTS FOR NON FINANCE MANAGERS
June	15/06/2017	16/06/2017	SUPERVISORY DEVELOPMENT SKILLS
June	15/06/2017	16/06/2017	TRANSFORMATIONAL LEADERSHIP
June	19/6/2017	19/6/2017	PROPOSAL WRITING - BUSINESS & TECHNICAL
June	20/6/2017	22/6/2017	TECHNICAL REPORT WRITING AND PRESENTATION SKILLS FOR ENGINEERS AND TECHNICAL PERSONNEL
June	20/6/2017	21/6/2017	TECHNICAL REPORT WRITING FOR ENGINEERS
July	11/7/2017	12/7/2017	MANAGING TIME AND WORK EFFICIENCY
July	17/7/2017	18/7/2017	STORYTELLING FOR ORGANIZATIONAL CHANGE
July	20/7/2017	20/7/2017	EXCEL - BASIC
July	20/7/2017	21/7/2017	MANAGING GENERATION GAP
July	25/7/2017	26/7/2017	DECISION MAKING AND PROBLEM SOLVING STRATEGIES
July	25/7/2017	26/7/2017	EXCEL - INTERMEDIATE
July	27/7/2017	28/7/2017	EXCEL - ADVANCED
July	27/7/2017	28/7/2017	BUSINESS COMMUNICATION

Month	From	To	Event
August	1/8/2017	2/8/2017	EXCELLENT CUSTOMER SERVICE
August	2/8/2017	3/8/2017	CREATIVE & CRITICAL THINKING
August	2/8/2017	3/8/2017	REPORT WRITING- CLEARLY & SIMPLY
August	3/8/2017	4/8/2017	LEADERSHIP COMMUNICATION; MANAGING DIFFERENT PERSONALITIES
August	9/8/2017	10/8/2017	SALES TRAINING WITH NLP
August	10/8/2017	11/8/2017	PRODUCTION RESOURCE PLANNING
August	15/8/2017	16/8/2017	STRATEGIC MANAGEMENT
August	16/8/2017	17/8/2017	BUDGETING AND CASHFLOW
August	17/8/2017	18/8/2017	OPERATION MANAGEMENT MASTERCLASS
August	17/08/2017	18/08/2017	SECRETARIAL AND ADMIN SKILLS
August	17/08/2017	18/08/2017	PROFESSIONAL BUSINESS PRESENTATION
August	22/8/2017	23/8/2017	SOCIAL MEDIA CRISIS MANAGEMENT
August	22/8/2017	23/8/2017	UNDERSTANDING FINANCIAL STATEMENTS FOR NON FINANCE MANAGERS
August	22/8/2017	23/8/2017	PERSUASIVE COMMUNICATION SKILLS
August	23/8/2017	24/8/2017	ACCOUNTING FOR NON ACCOUNTANTS
August	23/8/2017	24/8/2017	MS PROJECT LEVEL 1
August	23/8/2017	3/8/2017	PDPA
August	24/8/2017	25/8/2017	EFFECTIVE COMMUNICATION, CREATIVE THINKING AND PROBLEM SOLVING FOR ENGINEERS
August	24/8/2017	25/8/2017	LEADERSHIP SKILLS FOR MANAGERS-7 KEY TOOLS FOR NEW LEADERS
August	24/8/2017	25/8/2017	EMAIL AND REPORT WRITING
September	4/9/2017	5/9/2017	STORYTELLING FOR ORGANIZATIONAL CHANGE
September	5/9/2017	6/9/2017	SUPERVISORY DEVELOPMENT SKILLS
September	6/9/2017	6/9/2017	EXCEL - BASIC
September	7/9/2017	8/9/2017	EXCEL - INTERMEDIATE
September	7/9/2017	8/9/2017	MANAGING TIME AND WORK EFFICIENCY
September	7/9/2017	8/9/2017	HANDLING FULL SET OF ACCOUNTS
September	11/9/2017	12/9/2017	DEVELOPING BUSINESS CASE
September	12/9/2017	12/9/2017	CREDIT MGNT & DEBT COLLECTION
September	12/9/2017	13/9/2017	MANAGING EMOTIONS
September	12/9/2017	13/9/2017	SOCIAL MEDIA MARKETING AND BRANDING DEVELOPMENT
September	14/9/2017	15/9/2017	NEGOTIATE TO WIN
September	18/9/2017	19/9/2017	8D PROBLEM SOLVING
September	19/9/2017	20/9/2017	POWER PACKED TELESALLES
September	19/9/2017	20/9/2017	CREATIVE AND CRITICAL THINKING
September	19/9/2017	20/9/2017	CREATIVE & CRITICAL THINKING
September	27/9/2017	29/9/2017	STRATEGIC NEGOTIATION AND DEAL MAKING
September	28/9/2017	29/9/2017	FINANCE FOR NON FINANCE MANAGERS
September	28/9/2017	28/9/2017	SCHEDULED WASTE MANAGEMENT
October	3/10/2017	4/10/2017	NEGOTIATION SKILLS AND COST OPTIMIZATION
October	3/10/2017	4/10/2017	SUPERVISORY DEVELOPMENT SKILLS
October	5/10/2017	6/10/2017	PROJECT MANAGEMENT
October	5/10/2017	6/10/2017	PERFORMANCE MANAGEMENT
October	5/10/2017	6/10/2017	Drafting Commercial Contracts
October	10/10/2017	11/10/2017	DEVELOPING BUSINESS CASE
October	10/10/2017	11/10/2017	BUSINESS ACUMEN
October	10/10/2017	11/10/2017	STRATEGIC PLANNING & EXECUTION
October	12/10/2017	13/10/2017	ACCOUNTING FOR NON ACCOUNTANT
October	12/10/2017	13/10/2017	MINUTES WRITING
October	12/10/2017	13/10/2017	SUPPLY CHAIN MANAGEMENT
October	16/10/2017	17/10/2017	HANDLING FULL SET OF ACCOUNTS
October	23/10/2017	27/10/2017	ADVANCED NEGOTIATION CERTIFICATION
October	23/10/2017	27/10/2017	ADVANCED NEGOTIATION CERTIFICATION-BALI, INDONESIA

Month	From	To	Event
October	24/10/2017	25/10/2017	EMAIL AND REPORT WRITING
October	24/10/2017	25/10/2017	REPORT WRITING- CLEARLY & SIMPLY
October	25/10/2017	26/10/2017	EXCELLENT CUSTOMER SERVICE
October	26/10/2017	27/10/2017	Budgeting and Cash Flow Forecasting and Reporting
October	26/10/2017	27/10/2017	UNDERSTANDING FINANCIAL STATEMENTS FOR NON FINANCE MANAGERS
October	26/10/2017	27/10/2017	CHANGE MANAGEMENT FOR LEADERS
October	30/10/2017	1/11/2017	PR WRITING IN THE DIGITAL AGE
November	1/11/2017	2/11/2017	BUSINESS COMMUNICATION
November	9/11/2017	10/11/2017	FINANCE FOR NON FINANCE MANAGERS
November	9/11/2017	10/11/2017	BUSINESS COMMUNICATION
November	13/11/2017	14/11/2017	CREATIVE & CRITICAL THINKING
November	14/11/2017	15/11/2017	DECISION MAKING AND PROBLEM SOLVING STRATEGIES
November	14/11/2017	15/11/2017	COPYWRITING
November	15/11/2017	16/11/2017	LEADERSHIP SKILLS FOR MANAGERS; 7 KEY TOOLS FOR NEW LEADERS
November	17/11/2017	17/11/2017	PDPA
November	17/11/2017	17/11/2017	CREDIT MGNT & DEBT COLLECTION
November	21/11/2017	22/11/2017	OPERATION MANAGEMENT MASTERCLASS
November	21/11/2017	22/11/2017	POWER PACKED TELESALLES
November	21/11/2017	22/11/2017	HANDLING FULL SET OF ACCOUNTS
November	28/11/2017	29/11/2017	EMAIL AND REPORT WRITING
November	28/11/2017	29/11/2017	PERSUASIVE COMMUNICATION SKILLS
November	29/11/2017	30/11/2017	STORYTELLING FOR ORGANIZATIONAL CHANGE
December	05/12/2017	06/12/2017	SUPPLY CHAIN MANAGEMENT
December	05/12/2017	06/12/2017	LEADERSHIP COMMUNICATION; MANAGING DIFF PERSONALITIES
December	7/12/2017	8/12/2017	NEGOTIATE TO WIN
December	07/12/2017	08/12/2017	PROFESSIONAL BUSINESS PRESENTATION
December	08/12/2017	08/12/2017	SCHEDULED WASTE MGNT
December	12/12/2017	13/12/2017	DRAFTING COMMERCIAL CONTRACTS
December	12/12/2017	13/12/2017	EXCEL - INTERMEDIATE
December	13/12/2017	15/12/2017	STRATEGIC NEGOTIATION AND DEAL MAKING
December	14/12/2017	15/12/2017	FINANCE FOR NON FINANCE MANAGERS
December	19/12/2017	20/12/2017	UNDERSTANDING FINANCIAL STATEMENTS FOR NON FINANCE MANAGERS
December	19/12/2017	20/12/2017	TRANSFORMATIONAL LEADERSHIP
December	19/12/2017	19/12/2017	EXCEL - BASIC
December	19/12/2017	20/12/2017	STRATEGIC MANAGEMENT
December	21/12/2017	22/12/2017	DECISION MAKING AND PROBLEM SOLVING STRATEGIES
December	28/12/2017	29/12/2017	MANAGING TIME AND WORK EFFICIENCY
December	28/12/2017	29/12/2017	REPORT WRITING- CLEARLY & SIMPLY
December	28/12/2017	29/12/2017	STRESS & MIND RELAXATION RETREAT

Training events organised by iTrainingExpert.com subject to change