

Updated 8 July 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
July	1 July 2021	2 July 2021	<a href="#">Corporate Liability Provision: Anti Bribery &amp; Anti-Corruption</a>
July	5 July 2021	6 July 2021	<a href="#">Data Modelling &amp; Data Visualization Tools In Excel &amp; Power BI</a>
July	6 July 2021	7 July 2021	<a href="#">HR for Non HR Managers</a>
July	6 July 2021	7 July 2021	<a href="#">Sales Strategy; How to Win &amp; Retain Customers with NLP</a>
July	6 July 2021	7 July 2021	<a href="#">Professional Business Presentation Skills</a>
July	8 July 2021	8 July 2021	<a href="#">Filing and Records Management</a>
July	8 July 2021	8 July 2021	<a href="#">How to Read Financial Statements (Online)</a>
July	8 July 2021	8 July 2021	<a href="#">Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness</a>
July	12 July 2021	13 July 2021	<a href="#">Microsoft Power BI</a>
July	13 July 2021	14 July 2021	<a href="#">Technical Report Writing for Engineers and Technical Personnel</a>
July	13 July 2021	14 July 2021	<a href="#">Adobe Illustrator Intensive (Online)</a>
July	13 July 2021	14 July 2021	<a href="#">Developing Mental Toughness &amp; Adversity Quotient (AQ)</a>
July	14 July 2021	15 July 2021	<a href="#">People Management Skills; Managing Different Personalities</a>
July	15 July 2021	16 July 2021	<a href="#">Business Communication Skills</a>
July	15 July 2021	16 July 2021	<a href="#">Stakeholder Management</a>
July	21 July 2021	21 July 2021	<a href="#">Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance</a>
July	22 July 2021	23 July 2021	<a href="#">Social Media Marketing and Branding Development</a>
July	22 July 2021	23 July 2021	<a href="#">Report Writing; How to Write Simply and Clearly</a>
July	23 July 2021	23 July 2021	<a href="#">Debt Collection Through Credit Management And Legal Process</a>
July	26 July 2021	31 July 2021	<a href="#">Train the Trainer Certification</a>
July	27 July 2021	28 July 2021	<a href="#">Microsoft Excel- Intermediate</a>
July	27 July 2021	27 July 2021	<a href="#">Power Query &amp; Power Pivot (Online)</a>
July	27 July 2021	28 July 2021	<a href="#">Copywriting Intensive</a>
July	27 July 2021	28 July 2021	<a href="#">Cultural Diversity &amp; Inclusion At the Workplace</a>
July	27 July 2021	28 July 2021	<a href="#">Microsoft Excel- Intermediate</a>
July	28 July 2021	28 July 2021	<a href="#">Power Query &amp; Power Pivot</a>
July	29 July 2021	30 July 2021	<a href="#">Coaching and Mentoring Skills</a>
July	29 July 2021	30 July 2021	<a href="#">Finance for Non-Finance Managers</a>
August	3 August 2021	4 August 2021	<a href="#">Excellent Customer Service &amp; Response to Complaints</a>
August	3 August 2021	4 August 2021	<a href="#">Strategic Contracts Negotiation And Deal Making</a>
August	4 August 2021	5 August 2021	<a href="#">Email and Report Writing Skills</a>
August	5 August 2021	6 August 2021	<a href="#">Sales Coaching for High Performance</a>
August	5 August 2021	6 August 2021	<a href="#">Business Analysis for Decision Making</a>
August	5 August 2021	6 August 2021	<a href="#">Decision Making and Problem Solving Strategies</a>
August	6 August 2021	6 August 2021	<a href="#">Debt Collection Through Credit Management And Legal Process</a>
August	12 August 2021	12 August 2021	<a href="#">Effectively Engage, Convince &amp; Sell Online</a>
August	12 August 2021	13 August 2021	<a href="#">Managing Meetings and Minutes Writing Made Easy</a>
August	12 August 2021	13 August 2021	<a href="#">High Performance Leadership For Corporate Leaders- 7 High Key Performance Indicators</a>
August	16 August 2021	17 August 2021	<a href="#">Administrative Professional Conference 2021</a>
August	17 August 2021	18 August 2021	<a href="#">Transformational Leadership with EQ</a>
August	17 August 2021	18 August 2021	<a href="#">Pengurusan Gudang, Stor &amp; Inventori Yang Berkesan</a>
August	17 August 2021	18 August 2021	<a href="#">Secretarial and Administrative Skills</a>
August	18 August 2021	19 August 2021	<a href="#">Employment Law - Understanding Grievance Handling, Disciplinary &amp; Termination Procedures</a>
August	19 August 2021	20 August 2021	<a href="#">Strategic Management</a>
August	19 August 2021	20 August 2021	<a href="#">Emotional Intelligence for Managers (NLP)</a>
August	23 August 2021	24 August 2021	<a href="#">Change Management for Leaders</a>
August	24 August 2021	24 August 2021	<a href="#">Debt Recovery and Legal Process</a>
August	25 August 2021	26 August 2021	<a href="#">Effective Communication, Creative Thinking and Problem Solving for Engineers</a>
September	2 September 2021	3 September 2021	<a href="#">Finance for Non-Finance Managers</a>
September	7 September 2021	8 September 2021	<a href="#">Microsoft Excel- Advanced</a>
September	8 September 2021	8 September 2021	<a href="#">Scheduled Waste Management</a>

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Month	From	To	Event
September	9 September 2021	10 September 2021	<a href="#">Effective Inventory &amp; Store Management</a>
September	9 September 2021	10 September 2021	<a href="#">Big Data Analytics &amp; Visualization in Excel</a>
September	9 September 2021	9 September 2021	<a href="#">Debt Collection Through Phone</a>
September	9 September 2021	10 September 2021	<a href="#">Leadership Skills for Managers - 7 Key Tools</a>
September	14 September 2021	14 September 2021	<a href="#">High Impact Telesales (Online)</a>
September	14 September 2021	15 September 2021	<a href="#">Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team</a>
September	21 September 2021	22 September 2021	<a href="#">Effective Contracts Negotiation</a>
September	21 September 2021	22 September 2021	<a href="#">Email and Report Writing Skills</a>
September	22 September 2021	23 September 2021	<a href="#">Managing Discipline at the Workplace</a>
September	22 September 2021	23 September 2021	<a href="#">Business Acumen Skills</a>
September	23 September 2021	24 September 2021	<a href="#">Coaching and Mentoring Skills</a>
September	28 September 2021	29 September 2021	<a href="#">Social Media Marketing and Branding Development</a>
September	28 September 2021	29 September 2021	<a href="#">Service Level Agreements (SLA); Understanding Buyers and Vendor Roles</a>
September	29 September 2021	30 September 2021	<a href="#">Proposal Writing Skills - Business and Technical</a>
September	30 September 2021	1 October 2021	<a href="#">Handling Full Set of Accounts</a>
October	1 October 2021	1 October 2021	<a href="#">Debt Collection Through Credit Management And Legal Process</a>
October	5 October 2021	6 October 2021	<a href="#">Managing Time and Increasing Work Efficiency</a>
October	5 October 2021	6 October 2021	<a href="#">Professional Business Presentation Skills</a>
October	7 October 2021	8 October 2021	<a href="#">Sales Strategy; How to Win &amp; Retain Customers with NLP</a>
October	7 October 2021	7 October 2021	<a href="#">Filing and Records Management</a>
October	12 October 2021	13 October 2021	<a href="#">Training Needs Analysis; Methods, Tools and Techniques Simplified</a>
October	12 October 2021	12 October 2021	<a href="#">Debt Recovery and Legal Process</a>
October	12 October 2021	12 October 2021	<a href="#">8D Problem Solving Process</a>
October	12 October 2021	12 October 2021	<a href="#">How to Bring Your Virtual Presentation to Life</a>
October	14 October 2021	15 October 2021	<a href="#">Negotiation Skills and Cost Optimization for Purchasing Professionals</a>
October	14 October 2021	15 October 2021	<a href="#">Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements</a>
October	14 October 2021	14 October 2021	<a href="#">Strategic Planning For HR Specialists</a>
October	20 October 2021	21 October 2021	<a href="#">Copywriting Intensive</a>
October	20 October 2021	21 October 2021	<a href="#">Persuasive &amp; Influencing Skills Using NLP</a>
October	21 October 2021	22 October 2021	<a href="#">Interview Skills- Competency And Behavioral Based</a>
October	21 October 2021	22 October 2021	<a href="#">Technical Report Writing for Engineers and Technical Personnel</a>
October	26 October 2021	27 October 2021	<a href="#">Competitive Selling Skills</a>
October	26 October 2021	27 October 2021	<a href="#">Strategic Planning and Execution; Turning Your Vision to Reality</a>
October	27 October 2021	27 October 2021	<a href="#">Effectively Engage, Convince &amp; Sell Online</a>
November	2 November 2021	2 November 2021	<a href="#">Scheduled Waste Management</a>
November	2 November 2021	3 November 2021	<a href="#">Finance for Non-Finance Managers</a>
November	2 November 2021	3 November 2021	<a href="#">People Management Skills; Managing Different Personalities</a>
November	4 November 2021	4 November 2021	<a href="#">Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance</a>
November	9 November 2021	9 November 2021	<a href="#">Debt Collection Through Credit Management And Legal Process</a>
November	9 November 2021	10 November 2021	<a href="#">Excellent Customer Service &amp; Response to Complaints</a>
November	9 November 2021	10 November 2021	<a href="#">Effective Inventory &amp; Store Management</a>
November	11 November 2021	12 November 2021	<a href="#">Leadership Skills for Managers - 7 Key Tools</a>
November	11 November 2021	12 November 2021	<a href="#">Effective Communication, Creative Thinking &amp; Problem Solving for Engineers</a>
November	16 November 2021	17 November 2021	<a href="#">Project Management and Implementation; Going Practical and Beyond PMI Best Practices</a>
November	16 November 2021	17 November 2021	<a href="#">Data Modelling &amp; Data Visualization Tools In Excel &amp; Power BI</a>
November	17 November 2021	18 November 2021	<a href="#">Developing Mental Toughness &amp; Adversity Quotient (AQ)</a>
November	17 November 2021	18 November 2021	<a href="#">Secretarial and Administrative Skills</a>
November	18 November 2021	18 November 2021	<a href="#">Credit Evaluation &amp; Fraud Protection</a>
November	18 November 2021	19 November 2021	<a href="#">Sales Coaching for High Performance</a>
November	23 November 2021	24 November 2021	<a href="#">Stakeholder Management</a>
November	24 November 2021	24 November 2021	<a href="#">Effective QCC &amp; 7 QC Tools</a>
November	24 November 2021	24 November 2021	<a href="#">Power Query &amp; Power Pivot (Online)</a>
November	24 November 2021	25 November 2021	<a href="#">NLP Coaching Skills for Managers</a>
November	25 November 2021	26 November 2021	<a href="#">Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements</a>
November	25 November 2021	26 November 2021	<a href="#">Drafting &amp; Negotiating Commercial Contracts : Review &amp; Minimise Risk</a>
December	1 December 2021	2 December 2021	<a href="#">Business Analysis for Decision Making</a>
December	1 December 2021	1 December 2021	<a href="#">Corporate Liability Provision: Anti Bribery &amp; Corruption</a>
December	3 December 2021	3 December 2021	<a href="#">Filing and Records Management</a>
December	6 December 2021	6 December 2021	<a href="#">Debt Collection Through Credit Management And Legal Process</a>
December	6 December 2021	7 December 2021	<a href="#">HR for Non HR Managers</a>
December	6 December 2021	7 December 2021	<a href="#">Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness</a>
December	6 December 2021	7 December 2021	<a href="#">Strategic Procurement &amp; Vendor Negotiation Skills</a>
December	7 December 2021	8 December 2021	<a href="#">Budgeting and Cash Flow: Forecasting and Reporting</a>
December	7 December 2021	8 December 2021	<a href="#">Business Communication</a>

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Month	From	To	Event
December	8 December 2021	9 December 2021	<a href="#"><u>Transformational Leadership with EQ</u></a>
December	8 December 2021	9 December 2021	<a href="#"><u>Effective Incident Investigation &amp; Reporting for Oil &amp; Gas (Online) - 3 days</u></a>
December	8 December 2021	9 December 2021	<a href="#"><u>Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team</u></a>
December	9 December 2021	10 December 2021	<a href="#"><u>MS Excel - Advanced</u></a>
December	9 December 2021	10 December 2021	<a href="#"><u>Social Media Marketing and Branding Development</u></a>
December	9 December 2021	10 December 2021	<a href="#"><u>Interpret and Analyse Financial Statements and Cash Flow Analysis for Better Decision Making</u></a>
December	14 December 2021	15 December 2021	<a href="#"><u>Strategic Planning and Execution; Turning Your Vision to Reality</u></a>
December	14 December 2021	14 December 2021	<a href="#"><u>High Impact Telesales (Online)</u></a>
December	15 December 2021	16 December 2021	<a href="#"><u>Persuasive &amp; Influencing Skills Using NLP</u></a>
December	16 December 2021	17 December 2021	<a href="#"><u>Accounting for Non- Accountants</u></a>
December	16 December 2021	17 December 2021	<a href="#"><u>Accounting for Non- Accountants</u></a>
December	16 December 2021	17 December 2021	<a href="#"><u>Supervisory Development Skills</u></a>

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