

Updated 3 August 2021

PUBLIC TRAINING CALENDAR JANUARY - DECEMBER 2021



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Month	From	To	Event
August	2 August 2021	3 August 2021	<u>Leadership Skills for Managers - 7 Key Tools</u>
August	3 August 2021	4 August 2021	<u>Strategic Contracts Negotiation And Deal Making</u>
August	4 August 2021	5 August 2021	<u>Email and Report Writing Skills</u>
August	5 August 2021	6 August 2021	<u>Sales Coaching for High Performance</u>
August	5 August 2021	6 August 2021	<u>Business Analysis for Decision Making</u>
August	5 August 2021	6 August 2021	<u>Decision Making and Problem Solving Strategies</u>
August	6 August 2021	6 August 2021	<u>Debt Collection Through Credit Management And Legal Process</u>
August	11 August 2021	12 August 2021	<u>Developing Proficiencies in Procurement Management (Source to Supply)</u>
August	12 August 2021	13 August 2021	<u>Managing Meetings and Minutes Writing Made Easy</u>
August	12 August 2021	13 August 2021	<u>High Performance Leadership For Corporate Leaders- 7 High Key Performance Indicators</u>
August	16 August 2021	17 August 2021	<u>Administrative Professional Conference 2021</u>
August	17 August 2021	18 August 2021	<u>Transformational Leadership with EQ</u>
August	17 August 2021	18 August 2021	<u>Pengurusan Gudang, Stor & Inventori Yang Berkesan</u>
August	17 August 2021	18 August 2021	<u>Secretarial and Administrative Skills</u>
August	18 August 2021	19 August 2021	<u>Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures</u>
August	19 August 2021	20 August 2021	<u>Negotiation Skills and Cost Optimization for Purchasing Professionals</u>
August	19 August 2021	20 August 2021	<u>strategic management</u>
August	19 August 2021	20 August 2021	<u>Emotional Intelligence for Managers (NLP)</u>
August	23 August 2021	23 August 2021	<u>Handling Full Set of Accounts (7 hours)</u>

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Month	From	To	Event
August	23 August 2021	24 August 2021	<u>Change Management for Leaders</u>
August	24 August 2021	24 August 2021	<u>Debt Recovery and Legal Process</u>
August	25 August 2021	26 August 2021	<u>Effective Communication, Creative Thinking and Problem Solving for Engineers</u>
September	1 September 2021	2 September 2021	<u>Report Writing; How to Write Simply and Clearly</u>
September	2 September 2021	3 September 2021	<u>Finance for Non-Finance Managers</u>
September	3 September 2021	3 September 2021	<u>High Impact Sales Coaching (1 day)</u>
gexpert.com/co	7 September 2021	8 September 2021	<u>Microsoft Excel- Advanced</u>
gexpert.com/co	7 September 2021	8 September 2021	<u>Project Management and Implementation; Going Practical and Beyond PMI Best Practices</u>
September	8 September 2021	8 September 2021	<u>Scheduled Waste Management</u>
September	9 September 2021	10 September 2021	<u>Effective Inventory & Store Management</u>
September	9 September 2021	10 September 2021	<u>Big Data Analytics & Visualization in Excel</u>
September	28 September 2021	28 September 2021	<u>Debt Collection Through Phone</u>
September	14 September 2021	15 September 2021	<u>Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness</u>
September	14 September 2021	14 September 2021	<u>High Impact Telesales (Online)</u>
September	14 September 2021	15 September 2021	<u>Leadership Skills for Managers - 7 Key Tools</u>
September	14 September 2021	15 September 2021	<u>Coaching and Mentoring Skills</u>
September	21 September 2021	22 September 2021	<u>Effective Contracts Negotiation</u>
September	21 September 2021	22 September 2021	<u>Email and Report Writing Skills</u>
September	22 September 2021	23 September 2021	<u>Managing Discipline at the Workplace</u>
September	22 September 2021	23 September 2021	<u>Business Acumen Skills</u>
September	23 September 2021	24 September 2021	<u>Coaching and Mentoring Skills</u>
September	28 September 2021	29 September 2021	<u>Social Media Marketing and Branding Development</u>
September	28 September 2021	29 September 2021	<u>Service Level Agreements (SLA); Understanding Buyers and Vendor Roles</u>
September	29 September 2021	30 September 2021	<u>Drafting & Negotiating Contract</u>
September	29 September 2021	30 September 2021	<u>Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team</u>
September	29 September 2021	30 September 2021	<u>Proposal Writing Skills - Business and Technical</u>
September	30 September 2021	1 October 2021	<u>Handling Full Set of Accounts</u>
October	1 October 2021	1 October 2021	<u>Debt Collection Through Credit Management And Legal Process</u>
October	5 October 2021	6 October 2021	<u>Managing Time and Increasing Work Efficiency</u>
October	5 October 2021	6 October 2021	<u>Professional Business Presentation Skills</u>
October	7 October 2021	8 October 2021	<u>Sales Strategy; How to Win & Retain Customers with NLP</u>
October	7 October 2021	7 October 2021	<u>Filing and Records Management</u>

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Month	From	To	Event
October	12 October 2021	13 October 2021	<u>Training Needs Analysis; Methods, Tools and Techniques Simplified</u>
October	12 October 2021	12 October 2021	<u>Debt Recovery and Legal Process</u>
October	12 October 2021	12 October 2021	<u>8D Problem Solving Process</u>
October	12 October 2021	12 October 2021	<u>How to Bring Your Virtual Presentation to Life</u>
October	14 October 2021	15 October 2021	<u>Strategic Management</u>
October	14 October 2021	15 October 2021	<u>Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements</u>
October	14 October 2021	14 October 2021	<u>Strategic Planning For HR Specialists</u>
October	20 October 2021	21 October 2021	<u>Copywriting Intensive</u>
October	21 October 2021	22 October 2021	<u>Persuasive & Influencing Skills Using NLP</u>
October	21 October 2021	22 October 2021	<u>Interview Skills- Competency And Behaviorial Based</u>
October	21 October 2021	22 October 2021	<u>Technical Report Writing for Engineers and Technical Personnel</u>
October	25 October 2021	26 October 2021	<u>Competitive Selling Skills</u>
October	26 October 2021	27 October 2021	<u>Strategic Planning and Execution; Turning Your Vision to Reality</u>
October	27 October 2021	27 October 2021	<u>Effectively Engage, Convince & Sell Online</u>
November	2 November 2021	2 November 2021	<u>Scheduled Waste Management</u>
November	2 November 2021	3 November 2021	<u>Finance for Non-Finance Managers</u>
November	2 November 2021	3 November 2021	<u>People Management Skills; Managing Different Personalities</u>
November	2 November 2021	3 November 2021	<u>Competitive Selling Skills</u>
November	2 November 2021	2 November 2021	<u>Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance</u>
November	9 November 2021	9 November 2021	<u>Debt Collection Through Credit Management And Legal Process</u>
November	9 November 2021	10 November 2021	<u>Excellent Customer Service & Response to Complaints</u>
November	9 November 2021	10 November 2021	<u>Negotiation Skills and Cost Optimization for Purchasing Professionals</u>
November	9 November 2021	10 November 2021	<u>Effective Inventory & Store Management</u>
November	11 November 2021	12 November 2021	<u>Leadership Skills for Managers - 7 Key Tools</u>
November	11 November 2021	12 November 2021	<u>Effective Communication, Creative Thinking & Problem Solving for Engineers</u>
November	16 November 2021	17 November 2021	<u>Project Management and Implementation; Going Practical and Beyond PMI Best Practices</u>
November	16 November 2021	17 November 2021	<u>Data Modelling & Data Visualization Tools In Excel & Power BI</u>
November	17 November 2021	18 November 2021	<u>Developing Mental Toughness & Adversity Quotient (AQ)</u>
November	17 November 2021	18 November 2021	<u>Secretarial and Administrative Skills</u>
November	18 November 2021	18 November 2021	<u>Credit Evaluation & Fraud Protection</u>
November	18 November 2021	19 November 2021	<u>Sales Coaching for High Performance</u>
November	23 November 2021	24 November 2021	<u>Decision Making and Problem Solving Strategies</u>

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Month	From	To	Event
November	23 November 2021	24 November 2021	<u>Stakeholder Management</u>
November	24 November 2021	24 November 2021	<u>Effective QCC & 7 QC Tools</u>
November	24 November 2021	24 November 2021	<u>Power Query & Power Pivot (Online)</u>
November	24 November 2021	25 November 2021	<u>NLP Coaching Skills for Managers</u>
November	25 November 2021	26 November 2021	<u>Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements</u>
November	25 November 2021	26 November 2021	<u>Drafting & Negotiating Commercial Contracts : Review & Minimise Risk</u>
November	30 November 2021	30 November 2021	<u>Debt Collection Through Phone</u>
December	1 December 2021	2 December 2021	<u>Business Analysis for Decision Making</u>
December	1 December 2021	1 December 2021	<u>Corporate Liability Provision: Anti Bribery & Corruption</u>
December	3 December 2021	3 December 2021	<u>Filing and Records Management</u>
December	10 December 2021	10 December 2021	<u>Debt Collection Through Credit Management And Legal Process</u>
December	6 December 2021	7 December 2021	<u>HR for Non HR Managers</u>
December	6 December 2021	7 December 2021	<u>Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness</u>
December	6 December 2021	7 December 2021	<u>Transformational Leadership with EQ</u>
December	6 December 2021	7 December 2021	<u>Strategic Procurement & Vendor Negotiation Skills</u>
December	7 December 2021	8 December 2021	<u>Budgeting and Cash Flow: Forecasting and Reporting</u>
December	7 December 2021	8 December 2021	<u>Business Communication</u>
December	8 December 2021	9 December 2021	<u>Effective Incident Investigation & Reporting for Oil & Gas (Online) - 3 days</u>
December	9 December 2021	10 December 2021	<u>Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team</u>
December	9 December 2021	10 December 2021	<u>MS Excel - Advanced</u>
December	9 December 2021	10 December 2021	<u>Social Media Marketing and Branding Development</u>
December	9 December 2021	10 December 2021	<u>Interpret and Analyse Financial Statements and Cash Flow Analysis for Better Decision Making</u>
December	14 December 2021	15 December 2021	<u>Strategic Planning and Execution; Turning Your Vision to Reality</u>
December	14 December 2021	14 December 2021	<u>High Impact Telesales (Online)</u>
December	15 December 2021	16 December 2021	<u>Persuasive & Influencing Skills Using NLP</u>
December	16 December 2021	17 December 2021	<u>Accounting for Non- Accountants</u>
December	16 December 2021	17 December 2021	<u>Supervisory Development Skills</u>

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