



Permintaan Brosur penawaran Training silahkan Menghubungi kami via :

Mobile : 0823 2326 5005 – 0857 2459 5005

Email : trainingcenterindo@gmail.com / info@jadwaltraining.co.id

Web: www.informasitraining-indonesia.com

Web www.jadwaltraining.co.id

HRD & LEADERSHIP, MANAGEMENT COURSE ON 2017

CODE		Jan	Feb	March	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
HM-001	Achievement Motivation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-002	Administrasi Kontrak	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-003	Administrasi Kontrak Pembelian	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-004	Advanced Business Presentation Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-005	Advanced Communication & Presentation Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-006	Advanced Construction Management & Project Execution	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-007	Advanced Contract & Project Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-008	Advanced Leadership & Management Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-009	Advanced Management : Motivation, Strategic Planning & Creative Problem Solving	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-010	Advanced Project Scheduling & Cost Control	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-011	Advanced Supervisory Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-012	Advanced Total Quality Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-013	Advanced Workflow Modelling	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-014	Art of Presentation	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-015	Aspek Hukum Hubungan Kerja, Perjanjian Kerja, dan Outsourcing	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-016	Assertive Communication Skills For Professionals	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-017	Asset Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-018	Bagaimana Buyer memilih / memelihara suppliernya	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-019	Basic Managerial Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-020	Basic Negotiation Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-021	Behavioral Interviewing	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-022	Best Practices in Managing Construction Projects	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-023	Budaya Korporat dan Keunggulan Korporasi	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-024	Budgets Effectively	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-025	Building Maintenance	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-026	Business Communication	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-027	Business Continuity Planning	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-028	Business Development	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-029	Business English And Report Writing Skill	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-030	Business Plan & Budgeting	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-031	Business Planning : Practical Strategies For Organisational success	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-032	Business Report	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-033	Business Strategy for HR Leaders	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-034	Bussiness Ethic Workshop	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-035	Career Development	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-036	Change Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-037	Coaching, Counseling And Mentoring Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-038	Communication And Interpersonal Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-039	Communication Skills for Auditors	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-040	Community Development And Public Accountability	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-041	Compensation & Benefit	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-042	Competency Assessment	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-043	Competency Based Human Resource Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-044	ompetency Based Performance Appraisal (CBPA)	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-045	Container Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-046	Coprehensive Training Management System	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-047	Competency Based Management Development	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec

HM-048	Competition Law & Practice	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-049	Complaints Handling Strategy	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-050	Completed Staff Work	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-051	Conflict Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-052	Contract Administration:From Award to Completion	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-053	Contract Drafting	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-054	Contract Law for Business	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-055	Contract Management & Tendering	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-056	Contract Management And Approach Legal Aspect	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-057	Contract Planning, Strategy & Claims Mitigations	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-058	Contract Project Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-059	Contract Writing, Planning & Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-060	Contractor Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-061	Corporate Communications : Performance Measurement	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-062	Corporate social Responsibility	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-063	Creative Thinking Technique	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-064	Creative Vision, Goal Setting & Strategy	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-065	Customer Service Excellent	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-066	Customs and Export-Import Cost Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-067	Dasar – Dasar Kehumasan	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-068	Dasar-Dasar Manajemen	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-069	Dasar-Dasar Pengetahuan Bisnis	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-070	Dealing with Difficult People	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-071	Delivering Business Strategies Through Projects, Programmes, Portofolios And PMOs	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-072	Design Of Experiment (DOE) / Robust Design	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-073	Designing Effective Job Description	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-074	Designing Training Program	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-075	Developing Emotionally Intelligence Management & Leadership Strategies	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-076	Developing internal Customer Service	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-077	Developing Managerial Excellence	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-078	Developing motionally Intelligence Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-079	Dinamika Organisasi & Desain Organisasi	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-080	Disaster Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-081	Document & Record Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-082	Document management System	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-083	Drives Your Vision to Tactical Action	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-084	Effective Business Plan	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-085	Effective Communication And Transactional Analysis	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-086	Effective Contract Writing	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-087	Effective Interpersonal Communications	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-088	Effective Inventory Mngement	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-089	Effective Office Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-090	Effective Problem Solving & Decision Making	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-091	Effective Program For Community Development And Conflict Handling	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-092	Effective Public Relation	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-093	Effective Public Speaking and Business Presentation	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-094	Effective Report Writing	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-095	Effective Secretary Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-096	Effective Strategic Planning & Leadership For Corporate Transformation	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-097	Effective Supervisory Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-098	Effective Supervisory Skill	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-099	Effective Tender Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-100	Electronic Filling System & Documentation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-101	Emotional Intellegence & Success in the Workplace	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-102	Emotional Quality Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-103	Enhanced Productivity Skills : Maximissing Your Personal Effectiveness	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec

HM-104	Entrepreneurship	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-105	Enterprise Resources Planning	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-106	Essential Knowledge for Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-107	Essential Skill For Admin	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-108	Etika Bisnis	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-109	Etika Kepribadian	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-110	Evaluating Employee Performance	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-111	Excellent Supervisory Skill	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-112	File Management & Database System	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-113	Forecasting Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-114	Fraud Managemnt	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-115	Global Purchasing For Manager / Supervisor	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-116	Government Relation	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-117	Handling Complaint	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-118	Handling Difficult People	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-119	High Impacted Presentation Skill	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-120	How To Conduct A Meeting	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-121	How To Do Business In Indonesia	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-122	How to Effectively Deal with Employee Attitude Problems	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-123	How To Manage Difficult People For Positive Result	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-124	How To Manage Your Boss And Survive The System	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-125	How To Plan And Organize Training	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-126	HR For Managers	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-127	HR Scorecard	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-128	How To Plan And Organize Training : Training For Training Organize	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-129	Hubungan Industrial & Ketenagakerjaan	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-130	Human Relation & Interpersonal Skills for Job Empowerment	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-131	Human Resources Management For Non HR Managers	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-132	Implementasi Balanced Scorecard Pada Perusahaan Swasta & BUMN	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-133	Implementasi Manajemen SDM Berbasis Kompetensi	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-134	Improving Performance Throught The Balance Scorecard	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-135	Improving Personal Skill For Secretary & Administrative	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-136	Incentive Plan	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-137	Industrial Transportation Management Advanced	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-138	Industrial Transportation Management Basic	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-139	Innovative Leadership Competencies	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-140	Integrated Manufacturing Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-141	Integrated Resources Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-142	International Business Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-143	Interpersonal Relation Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-144	Interviewing Skill	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-145	Job Analysis	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-146	Job Description and Performance Appraisal	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-147	Job Evaluation	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-148	Jurnalistik & Fotografi	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-149	Kepemimpinan Visioner	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-150	Ketrampilan Negosiasi untuk Penyelesaian Sengketa	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-151	Keahlian Managerial Setingkat GM	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-152	Keahlian Managerial Setingkat Manager	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-153	Keahlian Managerial Setingkat SPT	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-154	Keahlian Managerial Setingkat SPV	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-155	Keahlian Managerial Setingkat Foreman	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-156	Komunikasi & Psikologi audit	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-157	Laveraging Human Capital For business Executive	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-158	Land Solving Problem with Essential Skill	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-159	Leadership Development Program	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-160	Leadership & Management Skills For Supervisors	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec

HM-161	Leadership & Team Development For Managerial Success	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-162	Leadership For Quality Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-163	Leadership Vision & Organisational Reality	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-164	Leadership-Followership	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-165	Lobbying & Negotiation skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-166	Leadership For Developing High Performance	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-167	Listening, Understanding & Responding (LUR)	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-168	Maintenance Data Electronic For Secretary	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-169	Making Dynamic and Effective Presentation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-170	Management Appraisal & Preservation Of Electronic Filing System	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-171	Management Conflict	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-172	Management Development Program	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-173	Management Of Change	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-174	Management Skill for secretaries & Administration	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-175	Managerial Leadership	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-176	Managerial Skills And Leadership For Secretaries And Administrators	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-177	Managing Conflict, Change & Handling Difficult People	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-178	Managing Contractor Safety	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-179	Managing Mature Fields	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-180	Managing People Effectively : Sharpening People Skills For Effective Leadership	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-181	Managing Service Quality and Customer	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-182	Managing Successful Project	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-183	Managing Supplier Performance	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-184	Manajemen Arsip - Filing System and Documentation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-185	Manajemen bagi Sekretaris Profesional - Management for Professional Secretary	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-186	Manajemen Bisnis Total dalam Era Globalisasi	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-187	Manajemen Disiplin	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-188	Manajemen Koperasi	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-189	Manajemen Modal Kerja	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-190	Manajemen Mutu Dalam Perawatan	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-191	Manajemen Operasi Non Profesi Operasi	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-192	Manajemen Pengelolaan SDM - Serikat Pekerja	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-193	Manajemen Perawatan Industri	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-194	Manajemen Perkantoran - Office Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-195	Manajemen Perpustakaan	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-196	Manajemen Personalia	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-197	Manajemen Strategik	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-198	Manajemen Stress	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-199	Manajemen Sumber Daya Manusia	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-200	Manajemen Supervisi	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-201	Manpower Planning Strategy	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-202	Master Of Ceremony	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-203	Masterclass for executive secretaries, PAs & Administration skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-204	Mastering Human Resource Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-205	Mastering Public Relations and Communications	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-206	Material Handling Equipment : Design, Operation & Maintenance	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-207	Measuring Training Impact at Work	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-208	MBTI (Myers Briggs Type Indicator) & Communication Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-209	Managing Foreign Exchange	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-210	Measuring Performance With Balance Scorecard	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-211	Media Relation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-212	Meeting and Facilitation Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-213	Mencegah dan Menangani Masalah Tanah & Bangunan	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-214	Menjadi Pemimpin Yang Efektif	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-215	Metode Kuantitatif Dalam Pengambilan Keputusan	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-216	Metode Riset Untuk Solusi Bisnis	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec

HM-217	Modern Managerial Decision Making	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-218	Motivating, Managing & Leading Team : Making Team Work	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-219	Motivational Leadership	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-220	Malcom Baldrige Criteria For Performance	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-221	Motivation & Communication Building	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-222	Multicultural Communication And Negotiation	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-223	Negotiation Skills For General	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-224	Optimalisasi Outshourching Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-225	Office Administration	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-226	Office Automation Skill	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-227	Office Management & Effective Adnministration Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-228	Office Management & Filling System	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-229	Operations And Production Planning	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-230	Operation Research	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-231	Organization Development In Practice	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-232	Pembuatan Akta	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-233	Pembuatan Perjanjian Kerja Karyawan dan Outsourcing	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-234	Pengetahuan Assesment Center	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-235	Pengembangan Intrapersonal bagi Sekretaris - Intrapersonal Development for Secretary	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-236	Penerapan 5S / 5R	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-237	Penulisan Laporan - Report Writing	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-238	Perencanaan Penilaian Kinerja	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-239	Perencanaan, Pengembangan dan Pengendalian Produksi	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-240	People Development	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-241	Performance Appraisal	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-242	Performance Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-243	Perilaku Keorganisasian	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-244	Persiapan Pra Purnabakti	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-245	Personality Development	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-246	Personal Power Leadership	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-247	Petroleum Secretaries And Administrative Assistants	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-248	Pick & Carry Material In Industry	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-249	Planning & Implementasi CSR	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-250	Planning & Scheduling	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-251	Portal Container Crane For Open Storage	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-252	Portofolio and PMOs	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-253	Positif Work Attitude In Delivery Superior Service	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-254	Post and Warehouse Operation	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-255	Powerful Presentation Skill & DieHard Motivation	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-256	Powerfull Data Analysis & Dashboard With Excell 2007	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-257	Presentation Skill	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-258	Preventing Human Error	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-259	Pengelolaan Sistem Manajemen Dokumen	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-260	Production Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-261	Project Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-262	Project Planning & Control	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-263	Properthic Leadership	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-264	Prinsip-Prinsip Total Quality Service	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-265	Problem Solving & Creative Decision Making For Supervisor	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec

HM-266	Problem Solving & Decision Making	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-267	Problem Solving And Decision Making For warehousing	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-268	Product Design & Development	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-269	Production And Operation Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-270	Professional Customer Service Officer	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-271	Professional Service Excellence	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-272	Project Economic & Risk Analysis	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-273	Project Management : Competencies and Structure	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-274	Project Management, Planning, Control, Scheduling & Financing Analysis	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-275	Project Planning, Budgeting, Controlling & Closeout	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-276	Project Procurement & Contract Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-277	Public Relations & Corporate Communications	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-278	Public Speaking and Power Presentation	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-279	Quality Assurance (Jaminan Kualitas)	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-280	Quality Assurance Of Construction Project	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-281	Quality Assurance, Control & Auditing	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-282	Quality Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-283	Result Oriented	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-284	Reward Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-285	Risk Based audit	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-286	ROTI (Return On Training Investment)	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-287	Risk Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-288	Secretary Development Prgram	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-289	Secretarial Workshop & Filling System	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-290	Service Orientation	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-291	Ship Charter Party & Administration	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-292	Shipping Port Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-293	Sistem Perencanaan Dan Pengendalian Manajemen	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-294	Sistem Recruitment & Seleksi Berbasis Kompetensi	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-295	Strategi Membangun Corporate Image	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-296	Strategi & teknik Negosiasi pembelian yang menguntungkan	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-297	Strategi Melindungi Hak atas Kekayaan Intelektual	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-298	Strategi Membangun Citra Melalui Service Satisfaction	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-299	Strategi Menciptakan Sistem Pengajian Yang Adil	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-300	Strategic Management for Human Resources Outsourcing	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-301	Strategic Outsourcing Dan Dampaknya Pada Aspek SDM	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-302	Studi Kelayakan Dan Evaluasi Proyek	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-303	Successful Presentation and Negotiation Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-304	Successful Product Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-305	Sumbang Saran Improvement	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-306	Supervisor Development Program	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-307	Supervisory Skills And Leadership For Secretaries And Administrators	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-308	Supervisory For Secretary & Administracy	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-309	Sustainablility Report	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-310	Tata Saji Makanan	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-311	Talent Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-312	Team Based Organization	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-313	Teknik Proyeksi Bisnis	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-314	Telephone Techniques and Courtesy	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec

HM-315	Teknik Penulisan Press Release & Conference	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-316	Teknik Wawancara Berbasis Neuro Linguistic Program (NLP)	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-317	Training Impact Evaluation (TIE)	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-318	The Art Of Leadership	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-319	The Human Side Of Quality Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-320	Time management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-321	Time & Stress Management in Workplace	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-322	Total Quality Control (TQC)	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-323	Total Quality Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-324	Training Development Manajemen	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-325	Training Evaluation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-326	Training Need Analisis (TNA)	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-327	Training Of Trainer	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-328	Transformational Leadership	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-329	Uncooperative Individual Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-330	Understanding The complete Training Cyscle	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-331	Variable Incentive Design	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-332	Vendor Assesment & Performance Measurement	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-333	Work Relations	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-334	Strategic Crisis Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-335	Strategy, Risks, Negotiation & Leadership	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-336	Strategic Planning, Management Control & Effective Budgeting	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-337	Leading Strategic HR Transformation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-338	Strategic Planning, Development & Implementation	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-339	Leading & Managing through Strategic Planning & Innovation	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-340	Smart Leadership: Achieving Strategy through Leadership & Innovation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-341	Advanced Strategies in Oil & Gas Finance & Accounting	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-342	Strategic Planning, Management Control & Effective Budgeting	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-343	Strategy Excellence	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-344	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-345	The Director as a Strategic Leader	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-346	Leadership & Strategic Thinking in the Oil, Gas & Petrochemicals Industry	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-347	Effective Organisational Leadership	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-348	Advanced Strategic Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-349	Leadership & Strategic Impact	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-350	HR Metrics & Analytics	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-351	Managing & Measuring Training	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-352	Best Practices in Multishift Operations	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-353	Leadership Excellence in Handling Pressure & Stress	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-354	Leading Under Pressure	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-355	Strategic Crisis Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-356	Communication, Coordination & Leadership	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-357	The Leadership Journey	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-358	Advanced High Performance Leadership	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-359	The Leadership Challenge	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-360	Managing Multiple Tasks, Priorities & Deadlines	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-361	High Impact Business Communication	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec

HM-362	Advanced Teamwork & Cooperation Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-363	Goal Setting, Planning & Decision Making	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-364	The Three-Dimensions of Leadership	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-365	Asset Integrity Management for the Petroleum Industry	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-366	Negotiating & Dispute Resolutions	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-367	Simplification of Work Processes & Procedures	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-368	Leadership, Innovation & Enterprise Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-369	Strategy, Risks, Negotiation & Leadership	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-370	Leadership & Management Excellence	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-371	Decisions, Dynamics & Leadership Styles	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-372	The Complete Course on Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-373	The Complete Course on Management & Leadership	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-374	The Complete Course on Leadership	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-375	Key Performance Indicators & Optimisation	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-376	Leading with Confidence	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-377	Building Task Leadership Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-378	The Essentials of Leadership	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-379	The Essentials of Leadership & Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-380	The Management Essentials	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-381	Strategic Planning, Development & Implementation	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-382	Strategic Planning Professional	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-383	Leading & Managing through Strategic Planning & Innovation	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-384	Essential Skills for Oil & Gas Professionals	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-385	Competency-Based Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-386	Effective Contractor Management in Maintenance & Technical Projects	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-387	Workplace Innovation & Productivity Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-388	Smart Leadership: Achieving Strategy through Leadership & Innovation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-389	Women as Leaders	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-390	Writing Effective Policies & Procedures	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-391	Effective Time Task & Work Planning	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-392	Performance Measurements, Continuous Improvement & Benchmarking	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-393	Management Skills & Techniques	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-394	Advanced High Performance Leadership	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-395	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-396	Advanced Communication & Interpersonal Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-397	The Director as a Strategic Leader	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-398	Advanced Communication & Problem Solving	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-399	Effective Organisational Leadership	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-400	The Total Leader	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-401	Leading Under Pressure	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-402	Managing & Leading in a Multi-Cultural Workplace	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-403	Advanced Teamwork & Cooperation Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-404	Decisions, Dynamics & Leadership Styles	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-405	Data Management, Manipulation and Analysis using Excel	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-406	Leadership & Decision-Making in Crisis & Emergency Situations	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-407	The 360° Leader - Emotional Intelligence in Leadership Pinnacle	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-408	The Voice of Leadership	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-409	Continuous Innovation & Process Improvement	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-410	Communication Essentials	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec

HM-411	Compliance and Business Ethics	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-412	Mastering Personal & Interpersonal Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-413	Effective Negotiation, Persuasion & Critical Thinking	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-414	The Professional Negotiator	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-415	Simplification of Work Processes & Procedures	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-416	Competency-Based Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-417	Successful Planning, Organising & Delegating	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-418	Managing Employee Performance, Behaviour & Attitudes	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-419	Effective People Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-420	Improving Productivity & Employee Engagement through Effective Front Line Leadership	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-421	Achieving Leadership Success through People & Innovation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-422	Event Management Essentials	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-423	Communication, Coordination & Leadership	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-424	Workplace Innovation & Productivity Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-425	Advanced High Performance Leadership	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-426	Knowledge Management for the Oil & Gas Industry	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-427	Leadership, Influence & Trust	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-428	Marine Pollution and Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-429	Effective Office Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-430	Leadership & Strategic Impact	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-431	Accomplished Office Administrator	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-432	Leadership, Creativity & Peak Performance	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-433	Coaching for Success in the Oil & Gas Industry	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-434	Managing & Measuring Training	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-435	Developing Personal Effectiveness with Positive Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-436	Training Management & Organisational Learning for Oil & Gas Industries	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-437	The Effective Supervisor	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-438	Writing Effective Policies & Procedures	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-439	Safety Leadership in the Oil and Gas Industry	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-440	High Impact Business Communication	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-441	Measuring Marketing Effectiveness & ROI	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-442	Performance Measurements, Continuous Improvement & Benchmarking	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-443	Effective Business Decisions Using Data Analysis	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-444	Managing Multiple Tasks, Priorities & Deadlines	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-445	Successful Planning, Organising & Delegating	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-446	The Management Essentials	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-447	Strategic Purchasing & Supply Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-448	Leading Strategic HR Transformation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-449	Competency-Based Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-450	Writing Effective Policies & Procedures	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-451	Compliance and Business Ethics	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-452	Measuring & Maximising Training ROI	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-453	Leading Strategic HR Transformation	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-454	Compensation & Benefits Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-455	Compensation & Benefits Administrator	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-456	HR Skills for HR Administrators	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-457	Talent Retention through Remuneration and Training: Managing Pay Scales, Promotions &	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-458	Enhancing Job Performance: Skills for Achieving Personal & Organisational Goals	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-459	Enhancing the Skills of Training Coordinators & Administrators	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec

HM-460	Advanced Human Resource Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-461	Workplace Diversity & Talent Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-462	HRM Skills for Today's Leaders and Professionals	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-463	The Effective Human Resources Administrator	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-464	Recruitment, Selection & Retention: Creating a Highly Competent & Motivated	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-465	Best Practices in Communication and Relational Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-466	Marketing Communications & Brand Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-467	Customer Service Excellence	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-468	Managing & Leading Strategic Communication: Public Relations, Marketing & Internal Com	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-469	Advanced Public Relations Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-470	Public Relations & Corporate Communications	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-471	Managing Service Quality and Customer Satisfaction	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-472	Documents and Records Management Compliance	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-473	Organising & Behavioural Skills for Administrative Professionals/ Executive Secretaries/PAs	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-474	Office Management & Effective Administration Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-475	Best Practices in Communication and Relational Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-476	The Office Professional & Records Management Masterclass	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-477	Communication & Planning Skills for Administrative Professionals	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-478	Office Management & Effective Administration Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-479	SharePoint Implementation Best Practices: From Design to Integration	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-480	Best Practices in Communication and Relational Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-481	E-Library Management Techniques	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-482	Managing & Leading Strategic Communication: Public Relations, Marketing & Internal Com	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-483	Managerial Leadership	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-484	Leadership and Management Skills for New Manager & Supervisor	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-485	Advanced Management: Achieving Superior Performance & Strategic Success	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-486	Leadership Vision and Organisational Reality	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-487	Mastering Team Leadership Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-488	The Power of Positive Thinking, Psychology and Attitude	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-489	Effective Business Risk Management Strategies using ISO31000 Framework	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-490	The Art & Science of Professional Leadership	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-491	Managing & Leading Innovation	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-492	Leadership & Management Skills for the 21st Century	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-493	Leadership Vision and Organisational Reality	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-494	Creativity, Critical Thinking and Problem Solving for Professionals & Managers	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-495	Success Under Pressure: Emotional Intelligence, Conflict Management & Negotiations	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-496	The Practical Leader: Developing & Leading High Performing Teams	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-497	Management Reporting & Decision Making	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HM-498	Leadership and Management Skills for Supervisors	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
HM-499	Systems Thinking in Analysing Problems and Facilitating Business Improvements	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
HM-500	Time Management & Personal Effectiveness	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG75	Best Practices in Communication and Relational Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG7878	Stakeholders Management: Achieving Consensus for Successful Project Execution	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 7789	Strategic Enterprise Analysis	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG 2304	Mastering Emotional Intelligence: Skills for Excellent Leadership	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT7802	Management Excellence Masterclass	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 84011	Mastering Communication, Negotiation & Presentation Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT	Mastering Strategic Decision Making	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 7441	Business Analysis within a Project Environment	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec

MGHT 7441	Advanced Conflict Resolution & Change Management Strategies	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT1919	Leadership & Team Development for Managerial Success	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT376	Quality Assurance and Quality Control: Using ISO 9001 as a Framework	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT841	The Art of Strategic Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT051	The Art of Strategic Management & Leadership	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT403	The Art & Science of Professional Leadership	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT3906	Mastering Management Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT344	Managing & Leading Innovation	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT284	Mastering Management and Leadership Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT1655	Fraud and Corruption in the Workplace	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG23312	Business Process Outsourcing & Management Performance	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG699	Public Relations & Corporate Communications	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MHT1132	Retailing, Sales Strategy and Marketing Management Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGT0706	Business Strategy: Methods, Analysis, Implementing initiatives & Improvement	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG91757	Advanced Human Resources and Performance Appraisal	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT-457	Advanced Management of Donor-Funded Projects	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT-734	Advanced Purchasing and Supply Chain Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT1857	Effective Research Management Skills and Reporting	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT-0456	Human Resources and Performance Management System	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT517	Investment Analysis and Management of Projects	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGT888	Planning and Financing Small-and Medium-Scale Projects	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGT230	Women Participation in Micro-Enterprise Development	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT36012	Leadership, Governance and Change Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT6588	Leadership for Women Managers	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT3312	Leadership and Management of Sustainability	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG1895	Leadership and Change Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG 4003	Advanced Monitoring and Evaluation of Projects	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG 825	Advanced Policy Formulation, Implementation and Evaluation	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 635	Advanced Strategic Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG468	Working with Employers and Employees	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG121	Strategic Planning for Senior Executive Managers	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 111	Best Practice in Public Service Delivery	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG750	Cooperative Support Systems for Rural Industrialisation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG 10011	Ethics and Accountability	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG0086		24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 7730	Institutional Development for Permanent (Principal) Secretaries and Senior Executives	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG0101	Policy Analysis, Formulation and Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT711	Management of People and Organisation	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT6025	Corporate Governance	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 83774	Governance, Gender & Change Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT6223	Strategic & Organisational Consideration in Corruption Control	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT9774	Fraud Prevention and Detection Techniques	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG154	Managing Operation in the fight against Corruption Strategies	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT2021	Ethics Management & Anti-Corruption Strategies	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT985	Project Management Approach to Corruption & Fraud Investigation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT123	Ethics, Accountability & Corruption Prevention	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT6060	Combating Fraud in Government, Business & Civil Society	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT168	Gender and Good Governance for Policy Makers	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT724	Gender Audit	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec

MGHT7300	Mainstreaming Gender Concerns in Development Planning	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT651	Training the Gender Trainers	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT438	Women Capacity Building for Effective Management and Leadership	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG49531	Gender and Diversity Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG7854	Managing Gender and Development Organization	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG20159	Women in Sustainable Rural Development	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGT3694	Developing Emotionally Intelligent Management & Leadership Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT-087	Employee Empowerment & Engagement	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT-371	Innovative Leadership Competencies	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT-913	Advanced Communication Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 6477	Advanced Supervisor-Advanced Supervisory Skills - The Supervisor Development Program	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT-052	Essential Skills for Social Media & Chat Complaints Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 4588	Administration and Office Management Professional	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT32025	Planning and Managing PR Campaigns	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 614	Protocol & Event Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGT230	Customer Profiling Techniques and Procedures	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT2019	Event Management Specialist	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 84662	Public Relation & Corporate Communication	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT26331	Employee Motivation, Grievances and Discipline for Line Managers and Team Leaders	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGC012	Advanced Leadership & Management Skills for 21st Century	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 5222	Team Building & Leadership Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 7870	Successful Management Of Interpersonal Conflict: The Key To A Winning Global Enterprise	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG 6550	Development of security supervisor in petroleum, industry & security planning / operation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGT2013	Art of Leadership	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG2229	Advanced Legal Translation & Memo Writing	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG0101	Cross Cultural Communication	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 0110	Enhancing Influencing Skills Through NLP	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG129	Persuasive Communication Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 042	Managing Time and Increasing Work Efficiency	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG010	Positive Mental Attitude	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 304	Excellent Customer Service	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG777	Telephone Techniques and Handling Difficult Callers	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 6387	Stress Management and Relaxation Techniques	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT127	Filing and Records Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT150	Secretarial and Administrative Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 122	Administrative Professionals	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG130	HR for Non HR Managers	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 8547	Interview Skills- Competency and Behavioral based	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG325	Managing Discipline at the Workplace	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
DMAN1153	Training Needs Analysis	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
DMAN1177	Winning Employee Engagement	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG 720	Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 701	Lean Manufacturing Champion	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG2011	Operation Management Masterclass Intensive	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG2063	Production Resource Planning, Scheduling and Activity Control	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG2579	Teambuilding for Peak Performance	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG 4803	Creative and Critical Thinking for Problem Solving	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG784	Decision Making and Problem Solving Strategies	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG698	Effective Communication, Creative Thinking and Problem Solving for Engineers	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec

MG 8077	Cross Cultural Communication	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG 2828	Enhancing Influencing Skills Through NLP	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT3987	Persuasive Communication Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT3172	PowerTalk to Win - Advanced NLP Presentation Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT07377	Transformational Leadership - Transforming Manager into Leaders	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT26331	Leading a High Performance Organization	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT0477	Leadership Skills for Managers~ 7 Key Tools for New Leaders	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG9874	Supevisory Development Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT566	Strategic Planning and Execution; Turning Your Vision to Reality	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 2900	Applying Emotional Intelligence (EQ) at Work	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 1301	Managing Emotion, Conflict and Change	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT-527	People Management Skills- Managing Different Personalities	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT-636	Strategic Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT-752	Performance Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT-0114	Change Management for Leaders	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT-367	Business and Email Writing Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT-674	Copywriting Skills Intensive	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT436	Email and Report Writing Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT059	Report Writing-Simply & Clearly	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT254	Technical Report Writing for Engineers and Technical Personnel	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG7899	Image, Grooming and Personal Branding	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGT0705	Coaching and Mentoring Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG43312	Coaching Skills for Leaders through NLP	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT0313	Advanced Balanced Scorecard (BSC)	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT-355	Advanced Human Resource Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGT0708	Assessment in Organization	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGT0710	Balanced Scorecard (BSC) Concept And Application	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGT0711	Basic Human Resource Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG 528	Career & Talent Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG379	Coaching, Counseling & Mentoring Technique For The Highest Level of Performance	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT1133	Competency Mapping	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGT0136	Competency-Based Human Resources Management System	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT832	Designing & Evaluating Employee Satisfaction Survey	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT847	Designing Accurate Job Description	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT587	Designing And Conducting Performance Appraisal System	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT921	HR Planning and Recruiting	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT183	Human Resource Audit	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT292	Human Resources Legal	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT-857	Individual Career Planning	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 7441	Job Analysis and Evaluation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 583	Key Performance Indicator	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT721	Performance Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 2982	Recruitment, Interview And Selection	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT314	Remuneration System	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT2014	Salary Administration	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT2012	Training Evaluation Design	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT02556	Training For Trainer	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT3172	Tools for Training Need Analysis (TNA)	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG 2020	Workload Analysis	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec

MG 615	Advanced Supervisory Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG 770	Analytical Creative Thinking	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGEY07	Building Powerful And Effective Team	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 3012	Coaching, Counseling & Mentoring Skill for Leaders	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG2017	Comprehensive Managerial Skills & Leadership	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 2000	Change & Conflict Management And Dealing With Difficult People	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG1124	Effective Delegation, Monitoring & Feedback	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
DMAN3190	Effective Leadership Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 6036	Effective Supervisory Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 143	Emotional Intelligence On Leadership Skill	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG404	Holistic Leadership	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG410	How To Handle Difficult Employee	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT109	Leadership Skill for Staff	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 111	Leadership Skill For Managers	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG1122	Lobbying & Negotiation Skills For Managers	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG113	Problem Solving & Decision Making	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG118	Adversity Quotient : Kecerdasan Menyelesaikan Masalah	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 621	Assertive Communications Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG420	Constructive Anger Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 400	Etiquette & Personal Image	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG303	How To Be Creative & Innovative Person	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG308	Personal Development Training Program	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
DHRT0809	Public Speaking and Presentation Skill	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 2033	Stress Management & Managing Your Time	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG181	Building Corporate Culture	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 2041	Community Development & Conflict Handling	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 0542	Corporate Communication And Reputation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG 2015	Cyber Public Relation	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG 2018	Effective Corporate Social Responsibility	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 635	Effective PR Campaign Technique	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT28818	Effective Public Relations	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 813	Fotografi Jurnalistik	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGC012	Government Affair	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG 520	Handling the Media and Public Speaking	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG 2023	How to Write Company Profile	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGT2013	Master of Ceremony (MC) & Protokoler	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGH 689	Monitoring and Evaluation of CSR Program	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT3698	Penulisan Jurnalistik	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG10229	Professional Public Relation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG1559	5S / 5R Awareness	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT4331	Document Control and Filing System	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 964	Effective Office Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT-536	Effective Report Writing Techniques	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT855	Electronic Filing System Management (E-Filing)	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG4587	General Affair Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG4576	Modern Office Administration	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT1508	Office Automation System	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG9046	Plan Lay Out Office	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT1745	Professional Receptionist & Operator	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec

MGHT2764	Business Meeting Planning & Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT2764	Communication For Secretary	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG2131	Correspondence and Filing Technique for Secretary	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT613	Customer Care and Telephone Skills for Secretary	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGT0707	Effective Business Writing for Secretary	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGT0709	Professional Secretary Basic	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT613	Professional Secretary Advanced	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG2131	Professional Secretary Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT1508	Interpersonal Development For Secretaries	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG-6533	Management Skill For Secretary	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG0058	Manajemen Kesekretariatan	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG0404	Managerial Skill for Secretary	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG4063	Office Management For Executive Secretary	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG4587	Public Relations For Secretary	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT19988	Public Speaking For Secretary	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
HR019	Report Writing Skills For Secretary	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT-536	Time and Stress Management For Secretaries	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT3265	Advanced Supervisory Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT3265	Analytical Creative Thinking	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG1430	Building Powerful And Effective Team	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG2428	Business Process Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT1889	Coaching, Counseling & Mentoring Skill for Leaders	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 813	Change & Conflict Management And Dealing With Difficult People	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT138	Contract Drafting & Review Business Contract	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG 2017	Corporate Secretary	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG146	Designing Effective Internal Communications Program	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG0101	Effective Business Plan	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG 733	Effective Communication, Meeting and Presentations Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 2005	Effective Crisis Communication Strategy & Maintain Corporate	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG 0107	Effective Delegation, Monitoring & Feedback	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 635	Effective Leadership Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 302	Effective Supervisory Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG103	Emotional Intelligence On Leadership Skill	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG 140	Holistic Leadership	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG 615	How To Handle Difficult Employee	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT0125	Lobbying & Negotiation Skills For Managers	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT488	Project Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 4998	Workload Analysis	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT11208	Advanced Skills of Office Management and E-Secretariat	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT187	Rental Car Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT2021	Advanced Skills of Total Quality Management (TQM)	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MT1323	Finance for Strategic HR Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 239	Negotiation Skills: Achieving Successful Outcomes	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG784	The Competent Supervisor	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG2073	Recruitment, Interviewing and Selection Process	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG124	Managing Tenders, Specifications & Contracts	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG103	Fleet Planning and Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG999	Risk and Crisis Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT0002	Effective Hotel Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec

MGT9631	The Art of Human Resource Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG20159	Strategy execution management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG721	Develop Personal Effectiveness	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG0453	Manpower Budget Preparation	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG5031	Creative Problem Solving and Decision Making	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG8602	Customer Focused Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG814	Advanced Strategic Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT963	Writing Effective Policies & Procedures	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGTO712	Meeting Management: The Art of Making Meetings Work	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 012	Risk Management for all Professionals	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT150	Business Planning: Practical Strategies for Organisational Success	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 0010	Basic Supervisory Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG030	Qualities and Ethics of a Successful Secretary	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 073	Recruitment & Selection	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG1035	Critical Thinking & Problem Solving	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 0110	The Art of Strategic Management & Leadership	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG0086	Enhanced Productivity Skills Maximising your Personal Effectiveness	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG321	Advanced Concepts for Total Quality Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG 40	Leadership Mastery: Realising your Leadership Potential through Self Discovery	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT0616	The Executive Secretary - Excellence Program	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG1128	Advanced Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG2099	Measuring & Maximising Training ROI	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT-272	Team Leadership For Team Effectiveness	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG625	Implementation Of Six Sigma : How To Get The Best Results & High Performance	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT7802	Strategic Thinking & Business Planning	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGT2013	Driving Business Performance with Social Media for Motivation of Employees	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG789	Performance Measures for Your Business How to Determine & Measure What Really Count	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 3172	Leadership, Creativity & Peak Performance: Implementing Creative Leadership	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG 1603	Implementing and Managing a Customer Complaints System	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG 1601	How to Write Human Resources Policies and Procedures	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG5588	Human Resources KPIs: Benchmarking HR Performance	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 6107	Training Evaluation And Measuring Roi (Return On Investment) On Training	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 0542	The office manager - excellence program	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG1742	Operations Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 2123	Essential Skills for the HR Professional	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 242	Strategic Crisis Management: Planning for Unexpected Challenges	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG 140	Setting Priorities, Time Management & Stress Reduction	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 111	Building & Managing employee Relations	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG105	Effective Management & Leadership Styles	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG106	Advanced Certified Sustainability	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG555	Certified Employee Relations Professional	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 302	Legal Skills For Administration	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 111	Building High Performance Teams Capturing The Magic Of Synergistic Effort	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT109	Developing Effective Interpersonal & Communications Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG130	Develop Personal Effectiveness	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT05	Business Performance Review (BPR)	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT05	Middle Management Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 2102	Information and Documentation Compliance	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 0027	The Balanced Scorecard and Key Performance Indicators	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec

MGHT18873	Electronic Secretary And Office Management (Time, Task, Work Planning)	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGT2137	Developing & Implementing the Business Plan- Improving Performance through the Balance	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT2031	Concise Minute-Taking	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT4088	Understanding Mindset Change	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT3172	Building Skills for Working In Teams	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 39772	Introduction To Facilities Management (Skills, Strategies And Support Services In Fm)	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 5817	Developing Managerial Excellence	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG 0880	Building Skills for Working in Teams: Igniting Passion & Activating Potential in Teams	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG 8077	Managing Diversity - Cultural Awareness Programme	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT524	Advanced Secretarial Course And Office Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT-309	Beginning Auditor Tools & Techniques	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
DHRT2047	Effective Customer Relationship Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG1035	Advanced Training Manager: Politics & Performance	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG1124	The Art of Strategic Management	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 2001	Mastering Management and Leadership Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 1023	Basics of HR (Human Resource) Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG 800	Advanced Human Resources Management Program The Latest HR Professional Techniques	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 7105	Competency Based Approach to Training & Career Development	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG784	Writing Hr Policies, Procedures And Conducting Staff Performance Appraisal	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 717	Coaching, Mentoring And Team Building Skills	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG146	Advanced Leadership Program	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 7730	Business Driven Human Resource Development	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG404	Simplification of Work Procedures	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG305	Time Management Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 122	Improving Employee Relations & Performance	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT 5502	Identifying Training Needs And Evaluating Training	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT04365	The Complete Course on Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT6977	How To Evaluate HR Effectiveness	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT0068	Improving Employee Performance: Correcting, Coaching & Counseling	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT0068	Competency Based Performance Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG7800	Selling and Customer Relations	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT94220	Market Research: Foundations and Applications	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT 84011	Knowledge Management: How to Create an Effective Learning Organization	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG 3055	Public Relation & Corporate Communication	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT3987	Advanced skills to write reports	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG 3055	Marketing Management Essentials	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT3987	Enhancing the Skills of Training Coordinators	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT2576	Recruitment and Selection: Methodologies & Techniques	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT310	Success under Pressure: Emotional Intelligence, Conflict Management & Negotiations	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT3014	CERTIFIED TRAINING COORDINATOR SKILLS (FUNDAMENTAL SKILLS)	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG1430	TRAINING NEEDS ANALYSIS	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT0477	ELECTRONIC DOCUMENT MANAGEMENT SYSTEMS (EDMS)	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT9632	CERTIFICATE IN HR GOVERNANCE	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG236	Improving Productivity through Quality and Cost Reduction	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT	Legal Skills for Administration	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGT2456	INDUSTRY BENCHMARKING	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT344	Leading with Emotional Intelligence: Psychology of Leadership	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT284	Marketing Communications & Brand Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT1655	Mastering Training Needs Analysis & Training Evaluation - Fast Track: Identification, Analysis, Evaluation	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec

MGHT5801	Enhancing Job Performance: Skills for Achieving Personal & Organisational Goals	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT-2166	Systems Thinking in Analysing Problems and Facilitating Business Improvements	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT-573	Human Resources Development & Personnel Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT-457	Leadership and Management Skills for New Manager & Supervisor	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT-0456	Advanced Documents & Records Management Compliance	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT-734	Essentials of Balanced Scorecard	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT1857	Organising & Behavioural Skills for Administrative Professionals/ Executive Secretaries/PAs	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT1133	Analytical Skills	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MG2250	STRATEGIC THINKING & GOAL SETTING	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MG91107	Certified Public Relation Professional	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGT3658	Commitment To Continuous Improvement	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGT0707	Competence Assurance Solutions	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT3698	THE HRM AND TRAINING PROGRAMM	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT2019	Job Description	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGT888	Certificate In Operations Management	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT5811	Time Management & Personal Effectiveness	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG2136	Effective Leadership & People Management	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT4088	Time Management Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT	SELLING AND CUSTOMER RELATIONS	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MGHT109	IMPLEMENTATION OF SIX SIGMA: HOW TO GET THE BEST RESULTS & HIGH PERFORMANCE	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT 111	ADVANCED OFFICE MANAGEMENT & EFFECTIVE ADMINISTRATION SKILLS	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT5784	EFFECTIVE PUBLIC SPEAKING & PRESENTATIONS SKILLS	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec
MG750	Conflict Management for Managers	10 - 12 Jan	07-09 Feb	07-09 Mar	04-06 Apr	02-04 May	06-08 Jun	11-13 Jul	01-03 Aug	05-07 Sept	03-05 Oct	07-09 Nov	05-07 Dec
MGHT312	Effective Business Communication & Presentation Skills	17 - 19 Jan	14-16 Feb	14-16 Mar	11-13 Apr	16-18 May	13-15 Jun	18-20 Jul	08-10 Aug	13-14 Sept	10-12 Oct	14-16 Nov	12-14 Dec
MGHT200	HR Measurement and Benchmarking	24 - 26 Jan	21-23 Feb	21-23 Mar	25-27 Apr	29-31 May	20-22 Jun	25-27 Jul	29-31 Aug	26-28 Sept	24-26 Oct	21-23 Nov	19-21 Dec

Note :

Untuk venue pelatihan bisa disesuaikan dengan kebutuhan perusahaan dengan ketentuan kuota minimal peserta

Pelaksanaan Pelatihan dapat dilaksanakan di kota-kota besar di seluruh Indonesia : Jakarta , Bandung, Yogyakarta, Solo, Semarang, Surabaya, Malang, Bali, Lombok, Balikpapan, Pekanbaru, Timor Leste, Malaysia, Singapore dan kota-kota lainnya

Apabila judul pelatihan yang dibutuhkan sudah dilaksanakan, kami bisa menschedulekan kembali dengan jumlah Minimum peserta menyesuaikan

Apabila ada judul/materi lain yang dibutuhkan (tidak tercantum dalam schedule kami) dengan senang hati kami siap membantu

Kami juga bisa menyelenggarakan training baik public, inhouse training (di perusahaan yang bersangkutan), program sertifikasi, ataupun Program Masa Pra Purna Bakti (MPP)

Note :

Untuk venue pelatihan bisa disesuaikan dengan kebutuhan perusahaan dengan ketentuan kuota minimal peserta

Pelaksanaan Pelatihan dapat dilaksanakan di kota-kota besar di seluruh Indonesia : Jakarta , Bandung, Yogyakarta, Solo, Semarang, Surabaya, Malang, Bali, Lombok, Balikpapan, Pekanbaru dan kota-kota lainnya

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