



Code	Course Title	Days	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
SMART BRAIN WORKING								
	Emotional Quality Management	2						
	Effective Leadership	2						
	Super Speed Reading	2						
	Neuro Linguistic Program.	2						
	NLP for Leader	2						
	Problem Solving & Decision Making	2						
	Hypnotherapy plus workshop	2						
	Change Management - The Secret of Change	2						
	Effective Communication Skill	2						
	Train for Trainer	2						
	Service Excellence Contact Center	2						
	Professional Selling Skills	2						
	Customer Service Excellence	2						
	Unlock Block Mental	2						
	Character Building	2						
	Customer Service Strategy & Planning	2						
	Powerful Presentation Skill	2						
	Marketing Strategy	2						
	Direct Selling with NLP	2						
	Personal Change with NLP	2						
	Group Dynamic	2						
	Hyno Talker	2						
	Writing Skill & Media Analyzed	2						
HUMAN CAPITAL								
	Kewirausahaan Prapura Bakti	2						
	Time Management and Personal Effective for Professional	2						
	TeamWork Building	2						
	Corporate Culture	2						

CALL FOR INHOUSE TRAINING

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	Effective coaching & Counseling	2							
	HR Management Audit	2							
	Grafologi Recruitment and Placement	2							
	Recruitment & Selection Management	2							
	HR Strategy & Planning	2							
	Designing Effective Compensation & Benefit System	2							
FINANCE									
	Internal Audit: Basic - Managerial	2							
	Balance Scorecard Implementation	2							
	Project Management Body of Knowledge (PMBOK)	2							
	How to read and Understand Financial Statement	2							
	Bendahara Keuangan	2							
	Financial for Non Finance	2							
	Controlling & Analyzing Budget	2							
	Pengendalian & Penganggaran biaya yang efektif	2							
PROCUREMENT									
	Best Practices Procurement Management	2							
	Negotiation Skills For Procurement	2							
	Supply Market Analysis	2							
	Warehouse & Inventory Management	2							
	Quality Management	2							
	Procurement Negotiation & Contracting Strategy	2							
	Transportation Management	2							
	Procurement Progress & Order Monitoring	2							
	Strategic Procurement Management	2							
	Vendor Selection & Evaluation in Effectively	2							

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