

JADWAL PROGRAM TRAINING PUBLIK TAHUN 2012



C&G Training Network

Graha Mustika Ratu Lt. 6
 Jl. Jend. Gatot Soebroto Kav. 74-75
 Jakarta 12170
 Telephone: (021) 8298802, 8298803, 8298879
 Faxline: (021) 8298880
 e-mail: cg@cg-learning.com
 website: www.cgtrainnetnetwork.com

* Seluruh training diadakan pdl. 09.00 - 17.00
 di C&G Training Network, Graha Mustika Ratu Lt. 6, Jakarta.
 Biaya: Rp 1.400.000/orang/hari
 Incl: handout materi, sertifikat, 2x coffee break, 1x lunch.
 * Discount 15% untuk pemegang C&G Member Card.
 * Discount 10% untuk pendaftaran 1 minggu sebelum training.
 * Min. 3 orang: Rp 1.100.000/orang/hari

KODE	PROGRAM	TANGGAL														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
1	BUSINESS COMMUNICATIONS															
101	Business Presentation Skills			26				11								
102	Corporate Social Responsibility			22-23						17-18						
103	Dynamic Interpersonal Communications Skills	16						1						2		
104	Effective Public Relations		28										22			
105	Interpersonal Relations Skills			5				2								
106	Managerial Communications Skills				9								9			
107	Teknik Penulisan Proposal dan Laporan						16-19						29-30			
2	CUSTOMER SERVICE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
201	Communications Skills for Customer Service						31								28	
202	Comprehensive Service Excellence Skills				24-27	28-29					27-28					
203	Effective Handling Complaint Technique	9								8						
204	Professional Call Center Officer	18					21							18		
205	Service Excellence Skills (for the Front Liners)			30				4						31		
206	Service With Heart Using Emotional Intelligence	21								20						
3	FINANCE MANAGEMENT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
301	Administrasi Keuangan		8					4							21	
302	Cash Management for Administration Staff				11									16		
303	Credit Verification Techniques			28		22										
304	Finance for Non Finance			12			18									
305	Receivable Management		11								21					
4	HUMAN RESOURCES DEVELOPMENT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
401	Administrasi Personalia					7								5		
402	Job Analysis & Evaluation				16									13		
403	Performance Appraisal & Management		3				11									
404	Recruitment, Interview & Selection Techniques			20				9								
405	Salary Administration	24									5					
406	Training for The Trainer				23					3						
407	Training Needs Analysis							23			1					
5	MANAGERIAL & SUPERVISORY SKILLS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
501	Advanced Supervisory Skills Development					18									11	
502	Basic Managerial Skills		16-17					26-27								
503	Business Plan & Budgeting					14-15								12-13		
504	Coaching and Counseling Techniques		24								10					
505	Effective Leadership	19	29			13	9							30		
506	How to be an Excellent Branch Manager		14-16				16-19									
507	Lobbying & Negotiation Skills for Manager						25							19		
508	Managing Conflict & Handling Difficult People		13							26						
509	Problem Solving & Decision Making					14-15								26-27		
510	Professional Supervisory Skills	30		13										9		
511	Shopfloor Leadership		9											1		
512	Spiritual Leadership				30						26					
6	MARKETING & SELLING SKILLS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
601	Marketing Management						8-9							17-18		
602	Negotiation Skills for Sales and Marketing People		13								7					
603	Professional Marketing Executive		1											7		
604	Sales Communications Skills						6							20		
605	Sales Management			27						1						
606	Smart Selling Skills					25	24				23					
7	OFFICE MANAGEMENT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
701	Administrasi Pembelian				3	12								2		
702	Administrasi Perkantoran			25			28									
703	Document & Record Management		17-18				20-21								6-7	
704	Facility Management					10-11					25-26					
705	Filing Management		27							2				19		
706	General Affair Management			16			22									
707	Manajemen Pembelian							19						6		
708	Negotiation Skills - for Purchasing Officer						16				19				5	
709	Office Management				2									31		
710	Professional Receptionist & Operator			28				18								
711	Telephone Technique and Courtesy				12									3		
8	OPERATION MANAGEMENT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
801	Advanced Warehouse Management							10						17		
802	Effective Project Management Scheduling & Controlling Using Primavera P6			26-27				16-17						11-12		
803	How to Write Standard Operating Procedure (SOP)							8						23		
804	Implementing OHSAS 18001				21-22									15-16		
805	Inventory Management				15				16							
806	Logistics & Supply Chain Management				4-5						5-6					
807	Manajemen Pergudangan	20				2									3	
808	Manajemen Produksi dan Operasi			7-8											8-9	
809	Production Planning & Inventory Control (PPIC)						23-24							24-26		
9	PERSONALITY DEVELOPMENT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
901	Achievement Motivation					25								20		
902	Emotional Intelligence at Work				17									16		
903	Entrepreneurship & Persiapan Pensiun Karyawan						24-27							20-21		
904	Grooming, Wardrobe and Beauty Class			6			7									
905	Health Management			19				12								
906	Innovative & Creative Thinking at Work			7						3						
907	Pengembangan Kepribadian		2												29	
908	Professional Negotiation Skills					30								12		
909	Staff Development Program									30				24		
910	Time Management & Productivity			20										3		
10	SECRETARY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
1001	Comprehensive Secretary Development Program						3-4							13-14		
1002	Executive Secretary			10				29								
1003	Korespondensi Bahasa Indonesia				24			6								
1004	Korespondensi Bahasa Inggris			9										14		
1005	Managerial Skills for Secretary								17					9		
1006	Personality Development for Secretary							29						4		
1007	Professional Personal Assistance				20									22		
1008	Public Relations for Secretary			14												10