

# JADWAL PROGRAM TRAINING PUBLIK TAHUN 2019

Semua topik dapat diberikan dalam bentuk inhouse training



C&G Training Network

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\* Training 1 hari: pk. 09.00 - 17.00 WIB, biaya Rp 1.750.000/orang

\* Training 2 hari: pk. 09.00 - 16.00 WIB, biaya Rp 3.200.000/orang

\* Tempat training: C&G Training Network

Incl:handouti, sertifikat, 2x coffee break, 1x lunch. Excl: PPN 10%










\* Discount 15% untuk pemegang C&G Member Card.

\* Discount 10% untuk pendaftaran 1 minggu sebelum training.

\* Buy 2 get 1 free (pendaftaran dari 1 perusahaan untuk training yang sama)

KODE	PROGRAM	DURASI	TANGGAL											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>1</b>	<b>BUSINESS COMMUNICATIONS</b>													
101	Business Presentation Skills	1 hari				29				11			1	
102	Communications & Managing Conflict Skills	1 hari	14							12				
103	Dynamic Interpersonal Communications Skills	1 hari		22							7			
104	Email & Correspondence Writing Skills	1 hari					10							13
105	Managerial Communications Skills	2 hari					28-29							19-20
106	Online Communications Skills	1 hari			1							18		
107	Teknik Penulisan Proposal dan Laporan	2 hari							27-28					5-6
<b>2</b>	<b>CUSTOMER SERVICE</b>													
201	Comprehensive Service Excellence Skills	2 hari				17-18							15-16	
202	Communication Skills for Customer Service	1 hari	22							5				
203	Internal Service Excellence	1 hari					14						14	
204	Online Service Management	1 hari		19							8			
205	Professional Call Center Officer	1 hari						26						3
206	Service Excellence Skills with Heart	1 hari			20						10			
<b>3</b>	<b>FINANCE MANAGEMENT</b>													
301	Administrasi Keuangan	1 hari	15							9				
302	Basic Accounting & Finance for Non Finance Staff	2 hari					15-16							11-12
303	Cost Management	2 hari		11-12							15-16			
304	Project Finance Management	2 hari				15-16							21-22	
<b>4</b>	<b>HUMAN RESOURCES DEVELOPMENT</b>													
401	Administrasi Personalia	1 hari				10							17	
402	Job Analysis & Evaluation	1 hari			19							4		
403	Performance Appraisal & Management	1 hari								2				17
404	Training for The Trainer	1 hari		13							16			
405	Training Needs Analysis	1 hari	17							15				
<b>5</b>	<b>MANAGERIAL &amp; SUPERVISORY SKILLS</b>													
501	Advanced Supervisory Skills Development	1 hari			18							19		
502	Business Plan & Budgeting	2 hari		18-19							14-15			
503	Coaching & Counseling	1 hari				24							14	
504	Effective Leadership	1 hari	21			1				13				5
505	Effective Managing People	1 hari			6					8				18
506	Managerial & Strategic Thinking Skills	2 hari		26-27								12-13		
507	Problem Solving & Decision Making	2 hari	24-25							17-18				
508	Professional Supervisory Skills	1 hari						3						15
<b>6</b>	<b>MARKETING &amp; SELLING</b>													
601	Comprehensive Marketing & Selling Strategy	2 hari			4-5							16-17		
602	Integrated Digital Marketing	2 hari		6-7							5-6			
603	Marketing Communications	1 hari				2							18	
604	Negotiation Skills for Sales and Marketing People	1 hari	23							16				
605	Sales Communications Skills	1 hari					8							4
606	Smart Selling Skills plus NLP Model	2 hari		21-22							22-23			
607	Successful Teleselling Skills	1 hari				30						11		

7	OFFICE MANAGEMENT	DURASI	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
701	Administrasi Perkantoran	1 hari			6						2			
702	Advanced Microsoft Excel	2 hari			21-22							24-25		
703	Document & Record Management	2 hari	28-29						3-4					
704	Electronic Document Management System - ISO 15489 	2 hari				22-23						23-24		
705	General Affair - Facility Management	2 hari		7-8						1-2				
706	Negotiation Skills - for Purchasing Officer	1 hari					9						5	
707	Professional Purchasing Officer	1 hari							1			1		
708	Professional Receptionist & Operator	1 hari						25						4
709	Telephone Technique & Courtesy	1 hari		14		4					6			
710	Vendor Evaluation Techniques	1 hari	16				6					4		2
8	OPERATION MANAGEMENT	DURASI	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
801	Advanced Warehouse Management	1 hari			11						3			
802	Inventory Management	1 hari		18						20				
803	Logistics & Supply Chain Management	2 hari	22-23						10-11					
804	Warehouse Management	1 hari					7						6	
805	Teknik Penyusunan Standard Operating Procedure	2 hari						26-27						3-4
9	PERSONALITY DEVELOPMENT	DURASI	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
901	Anger & Stress Management	1 hari		1						9				
902	Character Building for Millenials 	1 hari			13						9			
903	Emotional Intelligence at Work	1 hari					2						7	
904	Persiapan Purnabakti & Kewirausahaan	2 hari	30-31						24-25					
905	Professional Image	1 hari				4						2		
906	Staff Development Program	1 hari				5						3		
907	Time Management & Productivity	1 hari	18				27						8	
10	SECRETARY	DURASI	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1001	Essential Microsoft Office for Secretary	2 hari	24-25						18-19					
1002	Comprehensive Secretary & Administration Development Program	2 hari						24-25					21-22	
1003	Managerial Skills for Secretary	1 hari			22						5			
1004	Project Management for Secretary 	1 hari		15						27				
1005	Personality Development for Secretary	1 hari				12							1	

	CERTIFIED PROGRAM (SPECIAL PRICE)	DURASI	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Biaya
1101	Certified Communication Auditor (CCA) 	5 hari				8-12								9-13	7,000,000
1102	Certified Customer Relations Manager (CCRM) 	5 hari		25-1						26-30					7,000,000
1103	Certified Digital Document & Record Manager (CDDRM) 	5 hari			25-29					19-23					7,000,000
1104	Certified Digital Human Capital Manager (CDHCM) 	10x Sabtu		2			11			24			2		8,500,000
1105	Certified Digital Marketer (CDM)	5 hari	28-1			22-26			22-26			28-1			13,200,000
1106	Certified Digital Office Secretary (CDOS)	10x Sabtu	19			6			6			5			5,750,000
1107	Certified Facility Management Professional (CFMP) 	5 hari					20-24						25-29		7,000,000
1108	Certified Marketing Communication Manager (CMCM) 	5 hari			11-15						23-27				7,000,000
1109	Certified Online Customer Service Officer (COCS) 	5 hari							29-2			7-11			7,000,000
1110	Certified Project Manager (CPM) 	5 hari					6-10						4-8		11,500,000
1111	Certified Secure Computer User (CSCU) 	1 hari			21						20				1,000,000

**IN-HOUSE TRAINING: C&G Training Network dapat menyelenggarakan in-house training dengan materi yang disesuaikan dengan kebutuhan perusahaan Anda.**