



COMPANY PROFILE

PUBLIC TRAINING SCHEDULE

PT ALTRA TRAINING ACADEMY

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WHY CHOOSE **ALTRA**

PT Altra Training Academy menghadirkan trainer praktisi industri dengan **materi berbasis studi kasus nyata** yang langsung aplikatif di dunia kerja.

Pelatihan dapat dilakukan secara **offline maupun online**, dilengkapi evaluasi terukur sebelum dan sesudah pelatihan serta sertifikat resmi untuk memastikan **hasil yang nyata bagi perusahaan**.



TRAINER PRAKTIISI DI BIDANGNYA

Setiap program difasilitasi oleh trainer berpengalaman yang memahami tantangan nyata di dunia kerja. Materi disampaikan berdasarkan praktik industri, bukan sekadar teori.



MATERI REAL CASE

Pembelajaran berbasis studi kasus nyata yang relevan dengan kondisi perusahaan. Peserta diajak berpikir kritis dan langsung mempraktikkan solusi yang aplikatif.



EVALUASI PRA & PASCA TRAINING

Pengukuran dilakukan sebelum dan setelah pelatihan untuk memastikan peningkatan kompetensi peserta. Hasil evaluasi menjadi dasar perbaikan dan pengembangan berkelanjutan.



FLEKSIBEL

Pelatihan dapat diselenggarakan secara offline maupun online dengan penyesuaian waktu dan kebutuhan perusahaan. Solusi belajar yang adaptif mengikuti dinamika organisasi.

VISION

Menjadi pusat pelatihan terdepan yang mendorong kemajuan kompetensi dan karakter unggul untuk menghadapi tantangan masa depan.

MISSION

- Menyediakan program pelatihan berbasis kebutuhan industri dan perkembangan zaman.
- Mengembangkan metode pembelajaran inovatif yang berfokus pada keterampilan praktis dan soft skills.
- Membentuk tenaga kerja yang adaptif, profesional, dan berdaya saing tinggi.
- Menjalin kemitraan strategis dengan dunia usaha, institusi pendidikan, dan komunitas.
- Menciptakan ekosistem belajar yang inklusif, inspiratif, dan berkelanjutan.

PT Altra Training Academy didirikan dengan niatan yang mulia, yaitu berkontribusi dalam membangun sumber daya manusia Indonesia yang unggul, berkarakter, dan siap menghadapi tantangan masa depan.

Kami merupakan perusahaan yang bergerak di bidang **training dan pelatihan** dengan fokus menyediakan program pengembangan kompetensi yang relevan dengan kebutuhan industri dan perkembangan zaman, melalui metode pembelajaran yang **aplikatif, inovatif, dan berorientasi pada penguatan soft skills serta hard skills**.

Program kami mencakup pelatihan seperti Leadership, Communication, Negotiation, Problem Solving & Decision Making, hingga Sales, Finance, IT, Office Administration, dan bidang industri lainnya.

Selain pelatihan bagi karyawan, **PT Altra Training Academy** juga menghadirkan **webinar, seminar, coaching, business consulting, dan pembelajaran berbasis video**, serta menjalin kemitraan strategis untuk menciptakan ekosistem pembelajaran yang inklusif, inspiratif, dan berkelanjutan.

RUANG LINGKUP PROGRAM PELATIHAN ALTRA



SALES & MARKETING



CREDIT & COLLECTION



**HUMAN RESOURCES
MANAGEMENT**



FINANCE



**OFFICE &
ADMINISTRATION**



**LEADERSHIP &
MANAGERIAL**



**COMMUNICATION
SKILLS**



**INNOVATION &
CREATIVITY**



**PURCHASING,
LOGISTICS & SUPPLY
CHAIN MANAGEMENT**



**PROJECT
MANAGEMENT**



OTHER

INDUSTRY WE SERVED



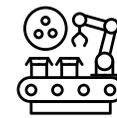
Telecommunication
Service



Government



Pharmaceutical



Manufacturing



Foreign
Clients



FMCG



Infrastructure



State Owned
Enterprises



Forestry



Property
& Developer



Medical
Device



Automotive



Publishing
& Printing



Energy
& Oil Services



Service
& E-Commerce



Retail



International
Organization



Mining



Oil & Gas



Banking, Financial
Service
& Insurance

ALTRA TRAINING'S JOURNEY IN DESIGN & DELIVERY A TRAINING

1



DISCOVER

We start with defining your training objectives and then perform a needs analysis of your learning requirements

2



DEVELOP

We design and develop course (module) content, pre & post-test, evaluation

3



EXPERIENCE

We want our trainees not just to attend "regular training", but an experiential learning "think and do" that can be easily applied

4



GROW

Our post-training activities of coaching is one of effective tools to maintain a sustainable moment of learning

5



CONNECTED

Participants can still communicate and interact with our facilitators after the training by WA group facilitated by our staff

APPLYING EXPERIENTIAL LEARNING

40%

Module presented
by Trainer

5%

Feedback
from
Trainer

15%

Q&A: Class
discussion &
Group discussion

40%

Application case
study, Role Plays

TRAINING EFFECTIVENESS & EVALUATION

KIRKPATRICK'S 4 LEVELS OF LEARNING EVALUATION

REACTION

Provide participants course-sheets to fill out post workshop to capture immediate reactions.

LEARNING

Ask participants to rate their increase in knowledge and skills on the same course-sheets.

BEHAVIOUR

Measure change in behaviour at work after a defined interval, by surveying participants, superiors, peers and subordinates.

RESULTS

Measure critical succes factors like productivity, team initiatives, examples of cooperative working and, of course, profitability.

PUBLIC TRAINING SCHEDULE

A.	SALES & MARKETING SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Negotiation & Influencing Skills in Sales	2		3-4		21-22	12-13		28-29		22-23		10-11	
2	Design Thinking: Creating Innovative Product, Excellent Services and Powerful Selling	2		5-6	16-17			25-26		11-12		8-9		10-11
3	Digital Marketing Untuk Bisnis B2B	2		10-11		1-2	25-26		2-3		10-11		17-18	
4	Marketing Support & Sales Admin Development Program	2		12-13	5-6		5-6	24-25		19-20		27-28		22-23
5	Memaksimalkan Digital Marketing Untuk Bisnis	2		19-20		22-23			23-24		8-9		24-25	
6	Memenangkan SEO (Search Engine Optimization) untuk Bisnis	2			30-31		7-8	11-12		31		15-16		3-4
7	Selling Technique Coaching and Methods in Boosting Sales Performance	2	27-28	26-27		23-24		18-19	9-10		22-23		12-13	
8	Optimalisasi Social Media Branding Menggunakan Storytelling	2			16-17		6-7		29-30	6-7		13-14		2-3
9	Sales & Marketing Management	2		18-19		8-9		17-18		18-19	2-3		4-5	
10	Teknik Analisa Big Data untuk Memaksimalkan Marketing	2			11-12		20-21		15-16		15-16	13-14		2-3
11	Corporate B2B Selling Skills	2	22-23	5-6			19-20	10-11		27-28		22-23	18-19	
12	Consultative Selling Skills	2	29-30		11-12		21-22		14-15	12-13			19-20	
13	Area & Territory Management : Territorial, Time & Activity Management for Sales Manager & Supervisor	2	29-30	12-13		22-23		17-18		20-21	9-10			17-18
14	Creative Promotion & Campaign Management	2	28-29	19-20			6-7		8-9	27-28		27-28		10-11

PUBLIC TRAINING SCHEDULE

A.	SALES & MARKETING SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
15	Customer Service Professional	2	28-29	24-25			21-22		7-8	11-12		14-15		9-10
16	Enterprise Solution Selling	2	29-30			8-9		23-24		12-13	1-2		18-19	
17	Experiential Marketing Strategy & Tactics	2		19-20		14-15		29-30	2-3	4-5		13-14		15-16
18	How to Utilize People & Technology to Win The Market	2			30-31		20-21		23-24		15-16			8-9
19	Improving Sales Team Performance, Energy & Motivation	2		24-25		21-22		11-12		26-27		6-7		9-10
20	Leaders as a Coach & Team Developer in Sales: Drill for Skills and Competency Assessment with Individual Reports	2	29-30			16-17	19-20		1-2		2-3		5-6	
21	Marketing & Sales Planning : Strategic Allignment for Effective Result	2		5-6	26-27		25-26	24-25		27-28		21-22		22-23
22	Presentation & Negotiation Skills for Sales People in Digital Era	2	28-29			28-29		29-30	23-24		23-24		5-6	
23	Service Excelence and Handling Complain	2	22-23		12-13	29-30		23-24		19-20		13-14		16-17
24	Managing Sales Team	2	29-30	25-26			7-8		21-22		16-17	15-16		15-16
25	Pipe Line, New Prospect & Lead Management	2		19-20		16-17		11-12		13-14	28-29		19-20	22-23
26	Powerful Closing Technique Using Psychological Story Telling	2		5-6	11-12		12-13	18-19		20-21			25-26	17-18
27	Practical Marketing Strategy, Implementation for Banking & Multifinance	2		10-11		15-16		11-12	16-17		2-3	8-9		3-4
28	Presentation & Selling Skills Using Story-Telling	2	27-28	24-25			19-20		29-30	18-19		28-29		9-10

PUBLIC TRAINING SCHEDULE

A.	SALES & MARKETING SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
29	Managing Sales Performance	2	28-29	4-5	30-31	21-22	6-7	25-26	9-10	4-5	10-11	20-21	30	10-11
30	Professional Selling Skills	2	29-30	3-4	26-27	28-29	20-21	2-3	2-3	6-7	22-23	1-2	10-11	16-17
31	Professional Telesales & Telemarketing	2	27-28	26-27	12-13	15-16	7-8	25-26	28-29	26-27	1-2	27-28	11-12	22-23
32	Sales Forecasting : A Small Step for Getting A Giant Sales Target Results	2	21-22	11-12	11-12	29-30	25-26	17-18	15-16	18-19	8-9	13-14	3-4	1-2
33	Sales Oriented - Customer Service	2	14-15	25-26	4-5	8-9	5-6	2-3	1-2	31	17-18	15-16	25-26	3-4
34	Sales Performance Improvement For Extraordinary Result	2	20-21	24-25	5-6	9-10	20-21	18-19	21-22	5-6	3-4	21-22	19-20	17-18
35	Selling With NLP	2	20-21	12-13	26-27	28-29	19-20	11-12	15-16	19-20	28-29	22-23	24-25	10-11
36	Social Selling: Optimizing Engagement and Sentiment Creation for Business Interest and Revenue Optimization	2	13-14	18-19	30-31	1-2	7-8	29-30	21-22	11-12	9-10	20-21	11-12	17-18
37	Marketing Strategy for Sales Professionals	2	22-23	25-26	4-5	23-24	12-13	9-10	28-29	20-21	29-30	28-29	18-19	8-9
38	Visual Merchandising for Effective Result	2	29-30	4-5	5-6	22-23	5-6	4-5	29-30	27-28	16-17	6-7	24-25	22-23

PUBLIC TRAINING SCHEDULE

B.	CREDIT & COLLECTION SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Advance Credit Analyst for Corporate Commercial	2	13-14	4-5	12-13	8-9	6-7	23-24	30-31	20-21	23-24	21-22	12-13	1-2
2	Analisa Kredit Berbasis Laporan Keuangan	2	22-23	3-4	5-6	28-29	19-20	11-12	9-10	31	10-11	14-15	25-26	9-10
3	Analisa Kredit Transaksi Luar Negeri	2	21-22	12-13	16-17	9-10	25-26	17-18	28-29	18-19	15-16	13-14	26-27	8-9
4	Antisipasi & Pencegahan Transaksi Pencucian Uang	2	14-15	24-25	26-27	15-16	12-13	11-12	30-31	4-5	8-9	6-7	30	10-11
5	Antisipasi Pemalsuan Dokumen, Tanda Tangan, dan Mafia Fraud	2	29-30	18-19	5-6	1-2	5-6	3-4	21-22	11-12	29-30	7-8	5-6	17-18
6	Appraisal di bidang Property	2	27-28	11-12	16-17	9-10	20-21	2-3	2-3	13-14	17-18	27-28	24-25	22-23
7	Appraisal Tingkat Lanjut Sesuai Standar Penilaian Indonesia (SPI)	2	8-9	5-6	26-27	14-15	21-22	18-19	14-15	6-7	22-23	29-30	3-4	3-4
8	Audit Treasury Management for Banking	2	29-30	4-5	4-5	7-8	6-7	10-11	16-17	26-27	3-4	28-29	17-18	15-16
9	Corporate Credit Analyst for Multi Finance	2	14-15	24-25	26-27	21-22	5-6	23-24	1-2	27-28	16-17	20-21	4-5	16-17
10	Fraud Prevention & Handling bagi Pembiayaan Mikro: Identifikasi, Investigasi, Penanganan, Aspek Hukum, Trend dan Metode Terbaru	2	20-21	11-12	11-12	15-16	12-13	4-5	22-23	5-6	9-10	1-2	10-11	2-3
11	Graphology & Powerfull Interview for Credit Analyst	2	14-15	18-19	16-17	28-29	7-8	25-26	23-24	12-13	2-3	22-23	19-20	8-9
12	Graphonomy & Graphology: Pencegahan Pemalsuan Tanda Tangan & Penipuan Dokumen di Era New Normal	2	8-9	12-13	30-31	22-23	25-26	29-30	29-30	19-20	24-25	8-9	11-12	3-4
13	How to Detect & Prevent Application Fraud in Digital Era for Banking & Fintech	2	29-30	3-4	5-6	23-24	19-20	24-25	8-9	19-20	1-2	15-16	18-19	22-23
14	Hukum Perkreditan Tingkat Lanjut	2	28-29	24-25	12-13	8-9	6-7	9-10	7-8	6-7	28-29	29-30	12-13	17-18

PUBLIC TRAINING SCHEDULE

B.	CREDIT & COLLECTION SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
15	Manajemen Resiko APU & PPT bagi Staff Perbankan, Multifinance, Sekuritas dan Asuransi	2	13-14	19-20	4-5	29-30	7-8	24-25	15-16	31	22-23	20-21	17-18	2-3
16	Mortgage Credit Analysis Training	2	22-23	18-19	12-13	16-17	5-6	29-30	22-23	11-12	10-11	22-23	5-6	9-10
17	Pembuatan Struktur Fasilitas Kredit dan Mitigasi Resikonya	2	14-15	25-26	16-17	1-2	25-26	10-11	29-30	20-21	17-18	28-29	4-5	15-16
18	Restrukturisasi Kredit for SME Lending (Mortgage based)	2	28-29	12-13	30-31	7-8	21-22	3-4	8-9	5-6	9-10	6-7	25-26	1-2
19	Restrukturisasi Kredit untuk Kartu Kredit & Negosiasinya untuk Kartu Kredit, KTA & Mikro	2	13-14	26-27	5-6	23-24	12-13	11-12	21-22	4-5	29-30	7-8	10-11	16-17
20	Restrukturisasi Kredit untuk Nasabah Corporate & Commercial	2	14-15	4-5	26-27	28-29	20-21	2-3	16-17	18-19	3-4	1-2	24-25	10-11
21	Secondary Mortgage Facility	2	22-23	10-11	11-12	1-2	19-20	9-10	30-31	12-13	15-16	27-28	19-20	2-3
22	Sekuritisasi Asset: Pengembangan Produk, Analisa Resiko, Aspek Legal, Perpajakan dan Strukturisasinya	2	29-30	19-20	5-6	29-30	6-7	4-5	15-16	27-28	2-3	21-22	11-12	8-9
23	Soft Skills For Credit Analyst & Credit Surveyor	2	28-29	24-25	16-17	14-15	20-21	23-24	9-10	13-14	28-29	8-9	3-4	1-2
24	Teknik Interview & Investigasi Terselubung Bagi Internal Audit	2	8-9	5-6	26-27	9-10	5-6	17-18	2-3	26-27	1-2	13-14	18-19	9-10
25	Teknik Penjualan Aset Kredit Bermasalah	2	13-14	24-25	4-5	21-22	21-22	18-19	23-24	6-7	8-9	15-16	30	15-16
26	Teknik Penyelesaian Kredit & Pemasaran AYDA yang Efektif	2	14-15	5-6	12-13	16-17	25-26	25-26	28-29	5-6	23-24	14-15	26-27	22-23
27	Applied Debt Collection Strategy & Tactics	2	14-15	12-13	11-12	15-16	19-20	23-24	1-2	31	24-25	21-22	4-5	17-18
28	Aspek Legal Pembiayaan & Penagihan Kartu Kredit	2	21-22	5-6	30-31	22-23	7-8	10-11	7-8	12-13	16-17	7-8	17-18	3-4

PUBLIC TRAINING SCHEDULE

B.	CREDIT & COLLECTION SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
29	Collection Analytical Tools & MIS	2	28-29	19-20	30-31	8-9	12-13	3-4	14-15	11-12	29-30	8-9	3-4	10-11
30	Collection for Corporate & Commercial Credit	2	29-30	26-27	16-17	28-29	12-13	4-5	14-15	19-20	28-29	22-23	25-26	16-17
31	Collection for Insurance - Advance	2	8-9	11-12	4-5	14-15	5-6	17-18	29-30	18-19	16-17	28-29	11-12	1-2
32	Collection for Insurance - Basic	2	27-28	10-11	11-12	29-30	25-26	11-12	21-22	4-5	2-3	15-16	18-19	8-9
33	Collection for Insurance - Intermediate	2	20-21	19-20	12-13	22-23	20-21	25-26	7-8	26-27	10-11	14-15	10-11	9-10
34	Collection Negotiation Intermediate Skills	2	22-23	3-4	5-6	8-9	6-7	2-3	9-10	20-21	23-24	13-14	5-6	10-11
35	Collection Recovery Section Head Development Program	2	8-9	12-13	26-27	21-22	21-22	18-19	22-23	27-28	22-23	27-28	19-20	16-17
36	Collection Target Fixing & Motivation Charge Up	2	22-23	25-26	30-31	23-24	7-8	9-10	15-16	13-14	3-4	1-2	24-25	15-16
37	Daily, Weekly & Monthly Analytics for Collection Leaders	2	22-23	18-19	4-5	1-2	19-20	29-30	28-29	4-5	8-9	6-7	30	3-4
38	Debt Collection Strategy & Tactic for Fintech Business	2	20-21	12-13	5-6	9-10	5-6	24-25	1-2	27-28	17-18	29-30	12-13	17-18
39	Kolektor sebagai Konsultan Bisnis & Dokter Keuangan	2	22-23	25-26	11-12	7-8	7-8	18-19	8-9	13-14	15-16	20-21	26-27	2-3
40	Leaders as a Coach & Team Developer in Collection	2	29-30	5-6	26-27	15-16	12-13	17-18	16-17	19-20	9-10	14-15	19-20	22-23
41	Managing Corporate Collection	2	29-30	5-6	12-13	16-17	19-20	3-4	23-24	18-19	1-2	28-29	5-6	15-16
42	Manajemen Emosi Diri, Temperamen & Kontrol Customer dalam Penagihan	2	21-22	26-27	16-17	14-15	20-21	2-3	30-31	11-12	24-25	13-14	12-13	3-4

PUBLIC TRAINING SCHEDULE

B.	CREDIT & COLLECTION SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
43	Mekanisme dan Solusi Konflik Penyitaan, Lelang dan Eksekusi Jaminan Kredit Sesuai Aturan Baru PMK 27/PMK.06/2016	2	27-28	11-12	12-13	8-9	21-22	23-24	2-3	6-7	24-25	21-22	18-19	10-11
44	Mengelola NPL dengan Early Warning System (EWS)	2	13-14	4-5	26-27	28-29	25-26	24-25	30-31	12-13	16-17	8-9	11-12	2-3
45	Mengelola Team Collection bagi Manager, Supervisor & Team Leader: Collector Skills Transformation & Team Motivation Charge Up	2	22-23	19-20	5-6	1-2	6-7	25-26	16-17	5-6	22-23	1-2	25-26	9-10
46	Professional Debt Collection Skills	2	29-30	5-6	30-31	22-23	25-26	29-30	28-29	26-27	10-11	22-23	4-5	16-17
47	Teknik Penagihan Melibatkan Aspek Hukum (Perdata, Pidana, Pailit, Litigasi, Kepolisian, Menghadapi Pengacara, Penyitaan & Penarikan)	2	7-8	10-11	4-5	7-8	7-8	10-11	8-9	20-21	2-3	29-30	26-27	17-18

PUBLIC TRAINING SCHEDULE

C.	HUMAN RESOURCES MANAGEMENT	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Bagaimana Melakukan PHK Dengan Aman Tanpa Gejolak	2	22-23	12-13	11-12	23-24	5-6	9-10	14-15	31	17-18	7-8	3-4	1-2
2	Build a Great and Strong Corporate Culture	2	22-23	26-27	16-17	21-22	6-7	4-5	1-2	26-27	15-16	20-21	30	22-23
3	Business Acumen: Think, Sense & Act like CEO	2	20-21	19-20	30-31	16-17	20-21	11-12	7-8	27-28	29-30	27-28	24-25	8-9
4	Compensation & Benefit Analysis Training	2	29-30	10-11	11-12	15-16	21-22	9-10	2-3	12-13	1-2	6-7	10-11	10-11
5	Competency Based Human Resource Management	2	27-28	5-6	5-6	9-10	12-13	18-19	22-23	5-6	23-24	15-16	17-18	9-10
6	Competency Based On Human Resource Management In Manufacturing Industry	2	20-21	26-27	26-27	29-30	19-20	24-25	23-24	11-12	9-10	28-29	18-19	2-3
7	Comprehensive HC Management for Millenials - A Smart way to improve your understanding in managing HC Practies	2	8-9	10-11	16-17	8-9	5-6	29-30	21-22	19-20	3-4	8-9	26-27	22-23
8	Comprehensive Train The Trainers	2	29-30	4-5	4-5	22-23	21-22	3-4	9-10	31	28-29	15-16	24-25	17-18
9	Corporate Performance Excellent Using Baldrige Method	2	28-29	25-26	12-13	21-22	25-26	11-12	29-30	6-7	8-9	13-14	3-4	3-4
10	Developing Performance Based curriculum training program in new normal era: creating- budgeting-measuring & evaluation	2	27-28	12-13	30-31	7-8	7-8	25-26	15-16	18-19	8-9	21-22	19-20	1-2
11	Digital Mindset & capability Development Based on Industry 4.0	2	29-30	12-13	16-17	15-16	20-21	17-18	8-9	4-5	16-17	1-2	10-11	8-9
12	Drill For Trainers : Mastering 10 Core Trainer's Tools	2	8-9	11-12	26-27	28-29	12-13	23-24	14-15	13-14	29-30	6-7	12-13	16-17
13	Fraud Investigation	2	22-23	3-4	4-5	14-15	6-7	4-5	30-31	20-21	2-3	22-23	25-26	15-16
14	Etos Kerja & Profesionalisme	2	21-22	19-20	5-6	16-17	19-20	2-3	9-10	18-19	10-11	20-21	30	1-2

PUBLIC TRAINING SCHEDULE

C.	HUMAN RESOURCES MANAGEMENT	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
15	Extraordinary Digital Presentation, Public Speaking & Training Delivery Skills	2	8-9	24-25	11-12	23-24	25-26	10-11	2-3	13-14	24-25	29-30	11-12	8-9
16	Position and Workload Analysis	2	28-29	5-6	12-13	1-2	21-22	2-3	16-17	20-21	23-24	27-28	5-6	2-3
17	How to Conduct Social Campaign (for the Benefit of HR and Corporate Reputation)	2	14-15	19-20	26-27	9-10	12-13	23-24	1-2	11-12	15-16	7-8	4-5	3-4
18	How To Conduct TNA, Creating Training Material & Measuring Training Effectivity	2	29-30	19-20	11-12	9-10	5-6	11-12	21-22	27-28	28-29	14-15	17-18	22-23
19	How to implement OKR (Objective & Key Results)	2	29-30	12-13	16-17	23-24	19-20	3-4	29-30	19-20	22-23	14-15	19-20	17-18
20	How To Make an Effective Fair Performance Appraisal & Evaluation	2	13-14	26-27	30-31	16-17	7-8	9-10	7-8	4-5	3-4	21-22	17-18	10-11
21	How to Recruit, Interview, Select & Place the Right Employee	2	22-23	12-13	12-13	21-22	6-7	10-11	23-24	6-7	9-10	27-28	24-25	9-10
22	HR consulting skills for HR Professional: Core skills to ensure excellent strategies to implementation	2	8-9	5-6	5-6	28-29	20-21	29-30	22-23	26-27	1-2	7-8	5-6	16-17
23	Human Capital Role & Practice in Merger & Acquisition	2	7-8	3-4	16-17	8-9	12-13	25-26	15-16	5-6	17-18	1-2	12-13	15-16
24	Leadership & Followership for Millenials (in VUCA area)	2	14-15	19-20	4-5	22-23	19-20	18-19	28-29	12-13	16-17	15-16	11-12	22-23
25	Management Development Program for Start Up Company	2	22-23	10-11	12-13	7-8	5-6	24-25	15-16	31	22-23	22-23	25-26	1-2
26	Managing People and Managing Talent in Generation YZ	2	27-28	26-27	5-6	14-15	6-7	4-5	7-8	11-12	29-30	29-30	30	16-17
27	Melakukan PHK dengan Minim Konflik (Domestic Inquiry)	2	14-15	5-6	26-27	1-2	7-8	17-18	9-10	13-14	15-16	8-9	3-4	9-10

PUBLIC TRAINING SCHEDULE

C.	HUMAN RESOURCES MANAGEMENT	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
28	Mental & Workload Anaylisis in New Normal Era	2	13-14	12-13	11-12	15-16	20-21	29-30	29-30	27-28	1-2	6-7	26-27	2-3
29	Menyusun Kurikulum Pelatihan Berbasis Kompetensi	2	29-30	12-13	30-31	29-30	21-22	11-12	14-15	12-13	3-4	13-14	10-11	8-9
30	New Requirement for Professional Industrial Relation Officer in New Normal Era	2	27-28	24-25	11-12	23-24	25-26	24-25	21-22	4-5	28-29	20-21	4-5	10-11
31	On Boarding & Knowledge Transfer	2	8-9	19-20	26-27	16-17	12-13	17-18	16-17	20-21	2-3	28-29	18-19	17-18
32	People (HR) Analytics: For HR & Non HR Professional	2	13-14	4-5	30-31	14-15	5-6	4-5	22-23	31	10-11	27-28	30	15-16
33	Planning and Organizing for Stellar Performance	2	29-30	24-25	12-13	21-22	21-22	3-4	8-9	19-20	9-10	13-14	10-11	3-4
34	Professional Capability Development Towards Industry 4.0	2	13-14	10-11	16-17	22-23	20-21	25-26	1-2	5-6	8-9	15-16	19-20	22-23
35	Protokoler & Master of Ceremony era Digital & New Normal	2	27-28	18-19	4-5	9-10	6-7	10-11	2-3	18-19	24-25	20-21	3-4	15-16
36	Strategic Partnership - How to Optimize Partnership Efforts for Your Strategic Goals in New Normal Era	2	20-21	12-13	5-6	15-16	25-26	23-24	28-29	6-7	17-18	8-9	4-5	9-10
37	Transformasi Budaya Organisasi dan Menciptakan Agen Perubahan	2	29-30	26-27	16-17	8-9	19-20	18-19	23-24	26-27	23-24	1-2	12-13	1-2
38	Understanding Millenials - Managing for High Performance and Engagement	2	8-9	11-12	30-31	1-2	7-8	9-10	30-31	26-27	3-4	21-22	11-12	3-4

PUBLIC TRAINING SCHEDULE

D.	FINANCE SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Actuarial - Calculation of The Risk Value	2	20-21	5-6	5-6	7-8	25-26	2-3	23-24	12-13	3-4	29-30	17-18	10-11
2	Akuntansi dan Keuangan Perbankan bagi Executive Bank	2	14-15	24-25	12-13	28-29	12-13	3-4	9-10	11-12	8-9	22-23	26-27	8-9
3	Akutansi Keuangan Syariah	2	14-15	12-13	11-12	29-30	6-7	25-26	29-30	20-21	17-18	28-29	24-25	16-17
4	Cash Flow & Credit Management	2	22-23	4-5	26-27	22-23	20-21	17-18	1-2	4-5	2-3	7-8	5-6	17-18
5	Cost Reduction Strategy	2	27-28	18-19	4-5	7-8	5-6	2-3	8-9	19-20	9-10	8-9	25-26	2-3
6	Budgeting and Business Planning	2	21-22	10-11	16-17	9-10	21-22	4-5	28-29	6-7	22-23	27-28	18-19	9-10
7	Create A Simple Integrating Payroll System for Salary Efficiently and Effectively	2	7-8	12-13	5-6	28-29	19-20	24-25	15-16	13-14	29-30	6-7	19-20	1-2
8	Effective Transactional Banking for Back Office	2	14-15	5-6	26-27	23-24	25-26	18-19	14-15	27-28	23-24	14-15	5-6	15-16
9	Finance For Non Finance Executive	2	29-30	25-26	30-31	14-15	20-21	9-10	2-3	31	1-2	13-14	26-27	16-17
10	Financial Credit Rating & Scoring	2	27-28	3-4	12-13	16-17	21-22	29-30	22-23	5-6	24-25	21-22	24-25	2-3
11	Fintech: Solusi Teknologi Keuangan Bagi Perputaran Ekonomi Skala Kecil Yang Menghasilkan Bisnis Besar	2	22-23	18-19	11-12	21-22	7-8	23-24	16-17	18-19	28-29	15-16	30	17-18
12	Industry Forecasting & Bussiness Valuation Workshop: Start Up & Conventional Business	2	22-23	24-25	4-5	29-30	12-13	11-12	30-31	6-7	15-16	1-2	3-4	10-11
13	International Banking Facility	2	28-29	19-20	5-6	15-16	6-7	10-11	7-8	18-19	16-17	22-23	18-19	3-4
14	Optimalisasi Aset Tetap Perbankan menuju Revenue & Profit Center	2	14-15	18-19	12-13	8-9	5-6	18-19	21-22	26-27	10-11	20-21	12-13	22-23

PUBLIC TRAINING SCHEDULE

D.	FINANCE SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
15	Perencanaan, Audit & Analisa Kebutuhan Keuangan Perusahaan	2	20-21	12-13	30-31	29-30	19-20	3-4	21-22	19-20	15-16	29-30	17-18	8-9
16	Risk & Governance in Digital Era	2	8-9	26-27	26-27	22-23	21-22	9-10	29-30	4-5	10-11	7-8	4-5	3-4
17	Risk Analysis: to Reduce Losses and Increase Profits	2	14-15	19-20	5-6	28-29	5-6	4-5	15-16	12-13	8-9	28-29	10-11	22-23
18	Simple Methode of Corporate Tax Calculation PPN - PPH	2	29-30	5-6	11-12	15-16	6-7	18-19	1-2	20-21	22-23	28-29	11-12	16-17
19	System Application & Technology Knowledge & Skill for Transaction	2	14-15	12-13	4-5	23-24	25-26	17-18	7-8	27-28	24-25	6-7	25-26	9-10
20	Tax Amnesty Bagi Karyawan & Profesional	2	22-23	5-6	16-17	1-2	19-20	10-11	28-29	31	3-4	13-14	5-6	10-11
21	Tax Principles, Practice, & Reporting	2	7-8	12-13	26-27	8-9	20-21	29-30	14-15	11-12	1-2	8-9	10-11	17-18

PUBLIC TRAINING SCHEDULE

E.	OFFICE & ADMINISTRATION SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Advanced Office Management & Effective Administration Skills	2	29-30	24-25	16-17	14-15	7-8	23-24	23-24	13-14	29-30	14-15	26-27	1-2
2	Corporate Event Management	2	27-28	26-27	30-31	16-17	12-13	17-18	16-17	5-6	23-24	21-22	12-13	2-3
3	Distribution Management	2	21-22	10-11	5-6	7-8	7-8	2-3	8-9	4-5	16-17	20-21	19-20	15-16
4	Document Management 4.0 (Advance E-Filing preparing for BlockChain, IOT & Artificial Intelligence Era) comply to UU ITE	2	29-30	12-13	12-13	9-10	6-7	11-12	30-31	5-6	2-3	7-8	18-19	8-9
5	Electronic Filing & Document Management System	2	22-23	18-19	4-5	21-22	5-6	25-26	9-10	13-14	28-29	29-30	3-4	1-2
6	Electronic Filing Management With Simple Database Software & Apps	2	28-29	19-20	11-12	29-30	19-20	4-5	2-3	26-27	17-18	15-16	4-5	9-10
7	Excel & PowerPoint for Powerful Business Application	2	29-30	26-27	26-27	9-10	25-26	17-18	22-23	27-28	9-10	1-2	17-18	22-23
8	Integrated Production Management	2	14-15	12-13	5-6	22-23	20-21	24-25	23-24	11-12	15-16	27-28	25-26	17-18
9	Interactive Dashboard with Microsoft Excel	2	29-30	10-11	16-17	16-17	21-22	18-19	30-31	19-20	24-25	22-23	30	2-3
10	Legal Drafting to Prevent and Anticipate Business Conflict & Dispute	2	21-22	5-6	11-12	14-15	12-13	3-4	8-9	6-7	23-24	13-14	11-12	3-4
11	Managing General Affairs Excellence	2	29-30	18-19	12-13	7-8	6-7	29-30	21-22	20-21	8-9	6-7	24-25	16-17
12	Manajemen Filing & Tata Kelola Kantor	2	28-29	24-25	30-31	21-22	5-6	2-3	2-3	31	28-29	7-8	10-11	8-9
13	Simplification on Work Process and Procedures	2	8-9	25-26	4-5	1-2	21-22	11-12	7-8	18-19	2-3	8-9	11-12	15-16
14	Microsoft Excel VBA (Macros) Complete Beginner	2	27-28	3-4	26-27	15-16	12-13	23-24	16-17	12-13	1-2	15-16	4-5	10-11

PUBLIC TRAINING SCHEDULE

E.	OFFICE & ADMINISTRATION SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
15	Professional Skills for Administrators and Secretaries	2	29-30	10-11	12-13	8-9	7-8	9-10	9-10	13-14	16-17	29-30	30	8-9
16	Powerful Database Analysis & Dashboard Reporting with microsoft excel (ADVANCE CLASS)	2	14-15	19-20	16-17	28-29	25-26	10-11	1-2	4-5	10-11	22-23	18-19	22-23
17	Powerful Database Analysis & Dashbord Reporting with Excel	2	8-9	19-20	5-6	23-24	19-20	29-30	15-16	26-27	17-18	14-15	17-18	3-4
18	Professional Tenant & Property Management	2	13-14	18-19	4-5	7-8	20-21	2-3	28-29	5-6	29-30	21-22	19-20	1-2
19	The Senior Secretary Development Program	2	27-28	5-6	11-12	1-2	5-6	3-4	14-15	12-13	3-4	20-21	26-27	17-18
20	Secretary Development Program	2	21-22	24-25	30-31	28-29	7-8	11-12	22-23	20-21	9-10	28-29	25-26	10-11
21	Microsoft Excel Office 2016 (Basic)	2	29-30	11-12	30-31	8-9	19-20	17-18	23-24	19-20	22-23	1-2	12-13	2-3
22	Microsoft Excel Office 2016 (Intermediate)	2	13-14	4-5	5-6	9-10	21-22	9-10	29-30	11-12	2-3	27-28	3-4	9-10
23	Microsoft Excel Office 2016 (Advanced)	2	22-23	5-6	12-13	29-30	12-13	23-24	30-31	31	28-29	7-8	24-25	15-16

PUBLIC TRAINING SCHEDULE

F.	LEADERSHIP & MANAGERIAL SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Advance Lean System Implementation	2	14-15	10-11	26-27	21-22	6-7	18-19	14-15	27-28	22-23	1-2	5-6	16-17
2	Agile Leadership: What Leaders Have To Do in Enabling Agile Transformation	2	22-23	12-13	4-5	23-24	20-21	4-5	2-3	6-7	16-17	15-16	5-6	8-9
3	Analisa Data dan Penampilannya bagi Presentasi Manajemen	2	28-29	4-5	11-12	22-23	25-26	24-25	29-30	18-19	15-16	6-7	10-11	16-17
4	Analytical Skills For Leaders	2	29-30	12-13	16-17	14-15	19-20	10-11	23-24	20-21	1-2	13-14	26-27	22-23
5	Appreciative Inquiry Application in Resolving Conflict, Executive Coaching, Change Management and Business Transformation	2	14-15	5-6	12-13	15-16	5-6	25-26	28-29	12-13	9-10	27-28	30	10-11
6	Bagaimana Menaikkan Bisnis menjadi Level Korporasi bagi senior management	2	22-23	24-25	26-27	16-17	12-13	11-12	21-22	26-27	10-11	21-22	19-20	15-16
7	Managing Multiple Tasks, Priorities & Deadlines	2	21-22	19-20	5-6	28-29	6-7	29-30	15-16	5-6	17-18	28-29	12-13	17-18
8	Basic Lean System Implementation	2	27-28	26-27	16-17	22-23	7-8	25-26	22-23	19-20	3-4	29-30	17-18	3-4
9	Business Leadership through excellence execution	2	8-9	12-13	30-31	1-2	21-22	23-24	7-8	27-28	23-24	20-21	18-19	9-10
10	Personal Effectiveness & Time Management	2	28-29	19-20	11-12	21-22	25-26	3-4	16-17	4-5	29-30	22-23	3-4	1-2
11	Continuous Improvement Training : Effective Small Group Activities (SGA)	2	13-14	19-20	4-5	14-15	20-21	4-5	9-10	18-19	8-9	7-8	11-12	2-3
12	Corporate Negotiation: 99 tactics	2	29-30	26-27	16-17	16-17	19-20	10-11	1-2	6-7	24-25	14-15	4-5	16-17
13	Creative & Agile Tools of Management Problem Solving & Decision Making in Digital Era	2	29-30	5-6	4-5	15-16	25-26	9-10	8-9	13-14	15-16	8-9	24-25	10-11
14	Creative Leadership & Management for Better Result	2	14-15	10-11	26-27	9-10	12-13	17-18	9-10	11-12	10-11	1-2	25-26	22-23
15	Problem Solving & Decision Making Skills	2	29-30	25-26	5-6	29-30	5-6	24-25	1-2	31	9-10	7-8	5-6	15-16

PUBLIC TRAINING SCHEDULE

F.	LEADERSHIP & MANAGERIAL SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
16	Work Monitoring, Controlling Target & Detecting Issue	2	22-23	18-19	12-13	23-24	7-8	18-19	21-22	11-12	23-24	27-28	3-4	9-10
17	Distance Coaching & Mentoring using Digital approach	2	27-28	3-4	11-12	7-8	21-22	2-3	2-3	27-28	16-17	28-29	25-26	1-2
18	Effective Leadership Skills for Managers	2	28-29	11-12	30-31	8-9	20-21	4-5	8-9	13-14	17-18	14-15	12-13	8-9
19	Coaching and Mentoring for Managers and Supervisors	2	14-15	24-25	12-13	1-2	6-7	18-19	15-16	4-5	2-3	22-23	10-11	3-4
20	Effective Negotiation Skills in New Normal Era	2	13-14	18-19	11-12	8-9	25-26	2-3	23-24	18-19	28-29	29-30	11-12	2-3
21	Effective Supervision & Coaching for Higher Productivity	2	7-8	5-6	26-27	29-30	12-13	17-18	30-31	31	24-25	21-22	18-19	17-18
22	Effective Time & Activity Management	2	29-30	26-27	16-17	14-15	5-6	29-30	28-29	20-21	1-2	13-14	4-5	16-17
23	Etos Kerja Unggulan Di Era Business Improvement	2	21-22	18-19	4-5	7-8	19-20	23-24	22-23	12-13	22-23	6-7	24-25	2-3
24	Expert Coaching: How to Manage Manager	2	27-28	24-25	5-6	21-22	6-7	24-25	16-17	19-20	8-9	15-16	26-27	22-23
25	Facilitative & Emphatic Leadership	2	22-23	12-13	30-31	9-10	7-8	25-26	14-15	6-7	29-30	20-21	19-20	9-10
26	Mastering Strategic Planning	2	21-22	11-12	4-5	28-29	20-21	9-10	29-30	5-6	3-4	8-9	30	3-4
27	How to Effectively Manage, Coach & Mentor Subordinate Who Work From Home	2	29-30	3-4	11-12	22-23	21-22	3-4	7-8	26-27	29-30	21-22	17-18	15-16
28	Hypnotic Business Presentation Skills, Powerpoint Short Cut & Keyboard Maximization	2	13-14	5-6	12-13	16-17	5-6	11-12	23-24	26-27	9-10	13-14	24-25	17-18
29	Improve Our Mind To Fast Shift Our Ability To Achieve Company Target	2	22-23	12-13	5-6	15-16	25-26	10-11	7-8	27-28	17-18	20-21	4-5	8-9
30	Infografis & pembuatan materi presentasi bagi level manajemen	2	8-9	12-13	16-17	23-24	6-7	25-26	14-15	6-7	22-23	8-9	26-27	1-2

PUBLIC TRAINING SCHEDULE

F.	LEADERSHIP & MANAGERIAL SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
31	Leader as Coach	2	20-21	10-11	26-27	21-22	19-20	29-30	1-2	31	15-16	29-30	11-12	10-11
32	Innovative Leadership for Changes	2	22-23	19-20	30-31	22-23	20-21	11-12	8-9	18-19	16-17	28-29	25-26	3-4
33	Innovative, Sistematic & Lateral Thinking Skills for Leader	2	14-15	5-6	26-27	8-9	7-8	23-24	9-10	4-5	8-9	6-7	30	16-17
34	Insight Fundamentals of Investor Relations: Industry - Vendor - Supplier	2	8-9	26-27	30-31	9-10	12-13	2-3	22-23	13-14	24-25	22-23	17-18	10-11
35	High Impact Leadership	2	29-30	18-19	16-17	16-17	21-22	3-4	2-3	11-12	3-4	7-8	10-11	1-2
36	Strategic Leadership	2	13-14	19-20	12-13	1-2	25-26	17-18	28-29	19-20	23-24	27-28	18-19	22-23
37	Leading & Motivating with NLP	2	21-22	4-5	11-12	23-24	12-13	10-11	15-16	20-21	10-11	1-2	12-13	17-18
38	Lean System Deployment Strategy	2	14-15	5-6	5-6	29-30	21-22	9-10	30-31	12-13	28-29	15-16	3-4	2-3
39	Life Coach: Achieving Work-Life Balance	2	14-15	25-26	4-5	15-16	5-6	18-19	21-22	5-6	1-2	14-15	5-6	15-16
40	Management Improvement Overview	2	28-29	5-6	16-17	7-8	19-20	24-25	29-30	19-20	2-3	28-29	19-20	9-10
41	Management Skills for New Manager	2	8-9	19-20	12-13	14-15	7-8	4-5	16-17	27-28	28-29	1-2	17-18	8-9
42	Manajemen Emosi, Tempramen & Kontrol Diri untuk Leader	2	22-23	12-13	4-5	28-29	20-21	10-11	21-22	31	16-17	20-21	5-6	2-3
43	Manajemen Emosi, Tempramen & Kontrol Diri untuk Service Excellent	2	27-28	5-6	26-27	23-24	6-7	18-19	14-15	20-21	9-10	27-28	24-25	1-2
44	Mengubah Bawahan Bermasalah dan Berkonflik menjadi Produktif dan Supportif	2	13-14	18-19	5-6	7-8	6-7	29-30	22-23	11-12	10-11	21-22	11-12	17-18
45	Modern Leadership Skills: How Leaders Managing Team by Data in the Era of Analytics	2	21-22	10-11	30-31	15-16	20-21	24-25	16-17	20-21	24-25	7-8	18-19	22-23

PUBLIC TRAINING SCHEDULE

F.	LEADERSHIP & MANAGERIAL SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
46	The 5-Day Master Class: Excelling Your Leadership & Business Skills	2	29-30	24-25	11-12	21-22	7-8	23-24	15-16	26-27	29-30	14-15	19-20	9-10
47	Diversity and inclusion in the Workplace	2	8-9	10-11	4-5	9-10	19-20	3-4	1-2	5-6	22-23	15-16	30	15-16
48	Practical Business Presentation Skills	2	21-22	25-26	30-31	16-17	25-26	4-5	23-24	12-13	1-2	29-30	3-4	16-17
49	Practical Shopfloor Leadership Skills	2	14-15	26-27	12-13	1-2	12-13	2-3	29-30	6-7	17-18	22-23	25-26	8-9
50	Advanced Leadership Development: Self-awareness, Skills & Strategies	2	14-15	18-19	16-17	8-9	21-22	25-26	8-9	13-14	2-3	6-7	10-11	10-11
51	Shopfloor Leadership & Management: Leading By Gemba Kaizen	2	7-8	26-27	11-12	14-15	5-6	17-18	7-8	4-5	15-16	13-14	4-5	3-4
52	Smart Way To Improve Your Negotiation Skills for Leaders	2	29-30	4-5	5-6	28-29	6-7	9-10	9-10	18-19	23-24	8-9	12-13	2-3
53	Social Media Advocate: Managing Customer Complaint & Review	2	14-15	24-25	26-27	22-23	12-13	11-12	30-31	20-21	8-9	1-2	26-27	1-2
54	Leadership Development Program for Future Leaders (Schedule & Duration based on Request)	2	22-23	18-19	11-12	23-24	20-21	25-26	28-29	27-28	3-4	27-28	18-19	17-18
55	Succession Planning And Management	2	13-14	3-4	30-31	9-10	21-22	23-24	2-3	31	9-10	6-7	11-12	22-23
56	Building Agile, Solid & High Performing Team Working Remote	2	20-21	12-13	5-6	22-23	19-20	29-30	21-22	12-13	2-3	7-8	17-18	9-10
57	Effective Managerial Skills for Middle Management	2	29-30	19-20	12-13	22-23	5-6	24-25	22-23	5-6	10-11	20-21	30	15-16
58	Systemic Design Thinking: To foster Creativity & Increase Team Innovation For Leaders	2	14-15	11-12	16-17	23-24	25-26	4-5	7-8	11-12	22-23	8-9	19-20	16-17
59	The Future of Banking: Finding The Right Path to digital transformation	2	13-14	18-19	26-27	8-9	7-8	10-11	22-23	26-27	24-25	15-16	24-25	8-9
60	Winning Negotiation Skills	2	29-30	19-20	4-5	29-30	21-22	9-10	1-2	18-19	15-16	22-23	10-11	10-11

PUBLIC TRAINING SCHEDULE

G.	COMMUNICATION SKILLS	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Emotional Communication Skill & Team Spirit For Luxury Experience	2	20-21	24-25	11-12	22-23	20-21	18-19	23-24	19-20	23-24	28-29	12-13	3-4
2	Keterampilan Komunikasi dalam Rapat & Diskusi	2	22-23	4-5	5-6	28-29	19-20	2-3	28-29	6-7	28-29	14-15	5-6	16-17
3	Komunikasi Bisnis Bagi Para Millenia	2	28-29	26-27	30-31	15-16	12-13	17-18	9-10	4-5	8-9	21-22	4-5	1-2
4	Professional Business Writing (in English / Bahasa Indonesia)	2	29-30	5-6	12-13	21-22	7-8	11-12	15-16	13-14	16-17	13-14	3-4	17-18
5	Intergeneration Team Sinergy and Collaboration	2	8-9	10-11	4-5	9-10	25-26	3-4	8-9	20-21	1-2	29-30	25-26	15-16
6	Interpersonal and Workplace Communication Skills	2	29-30	19-20	26-27	29-30	5-6	2-3	30-31	27-28	3-4	14-15	26-27	8-9
7	Team Communication	2	22-23	5-6	16-17	16-17	6-7	3-4	2-3	4-5	17-18	15-16	17-18	2-3
8	Effective Communication Skills	2	14-15	24-25	12-13	1-2	12-13	25-26	16-17	6-7	29-30	21-22	5-6	10-11
9	Managing and Communicating with Inter-Generation Team	2	28-29	3-4	30-31	23-24	25-26	18-19	14-15	13-14	22-23	7-8	24-25	22-23
10	Effective Communication & Negotiation Skills	2	29-30	5-6	26-27	7-8	21-22	24-25	21-22	5-6	9-10	20-21	4-5	9-10
11	Assertive Communication, Excellent Work Behaviour and Proactivity	2	22-23	18-19	5-6	14-15	19-20	10-11	2-3	26-27	3-4	27-28	25-26	3-4
12	Professional Presentations & Public Speaking	2	21-22	19-20	4-5	8-9	7-8	29-30	22-23	18-19	22-23	8-9	10-11	15-16
13	Mastering Business Negotiation Skills	2	29-30	10-11	11-12	16-17	6-7	17-18	28-29	31	9-10	22-23	3-4	16-17
14	Report Writing and Communication Skills for Auditors	2	22-23	12-13	16-17	7-8	20-21	4-5	14-15	12-13	3-4	1-2	11-12	3-4
15	English Conversation Skills	2	29-30	26-27	26-27	23-24	5-6	11-12	16-17	19-20	23-24	28-29	12-13	17-18
16	Business English	2	29-30	25-26	12-13	21-22	7-8	23-24	30-31	11-12	15-16	13-14	19-20	8-9
17	Presentation Design & Delivery	2	29-30	12-13	5-6	9-10	19-20	9-10	8-9	20-21	17-18	29-30	18-19	1-2

PUBLIC TRAINING SCHEDULE

H.	INNOVATION & CREATIVITY	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Innovation & Productivity in the Workplace	2	29-30	11-12	16-17	15-16	21-22	9-10	9-10	26-27	10-11	6-7	30	10-11
2	Creative and Innovative Thinking	2	22-23	18-19	4-5	29-30	25-26	11-12	1-2	12-13	28-29	20-21	26-27	2-3
3	Design Thinking & Creativity for Business Innovation	2	29-30	12-13	11-12	22-23	5-6	24-25	15-16	5-6	24-25	21-22	26-27	22-23
4	Achieving Results: Smarter Goal Setting, Planning & Decision Making	2	28-29	5-6	30-31	28-29	6-7	25-26	7-8	11-12	1-2	6-7	24-25	9-10
5	Innovation Through Design: Think, Make, Break, Repeat	2	21-22	19-20	12-13	1-2	20-21	10-11	23-24	18-19	29-30	29-30	19-20	3-4
6	Business Model Innovation	2	29-30	12-13	30-31	14-15	12-13	17-18	29-30	6-7	16-17	14-15	18-19	1-2

PUBLIC TRAINING SCHEDULE

I.	PURCHASING, LOGISTICS & SUPPLY CHAIN MANAGEMENT	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Best Practice for Supply Chain Management	2	29-30	4-5	26-27	15-16	20-21	4-5	23-24	19-20	8-9	15-16	25-26	2-3
2	Manajemen Pembelian, PPIC, Pergudangan & Negosiasi Pengadaan	2	29-30	3-4	16-17	16-17	25-26	2-3	8-9	27-28	2-3	1-2	30	15-16
3	Modern Warehouse Management	2	28-29	12-13	11-12	1-2	6-7	3-4	7-8	13-14	23-24	8-9	3-4	22-23
4	Purchasing & Procurement era Digital Industry	2	22-23	19-20	5-6	22-23	5-6	23-24	15-16	31	22-23	28-29	11-12	16-17
5	Purchasing Excellence Administration	2	21-22	10-11	4-5	28-29	19-20	18-19	28-29	4-5	1-2	13-14	4-5	17-18
6	Warehouse Administration for Better Efficiency & Productivity	2	29-30	12-13	30-31	7-8	7-8	29-30	9-10	4-5	10-11	27-28	12-13	10-11

PUBLIC TRAINING SCHEDULE

J.	PROJECT MANAGEMENT	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Project Management & Assertive User Handling	2	28-29	25-26	12-13	15-16	12-13	2-3	21-22	13-14	3-4	22-23	17-18	9-10
2	Cost Tracking vs Scheduling Analysis Model in Project Management	2	29-30	26-27	26-27	9-10	21-22	11-12	14-15	19-20	8-9	7-8	5-6	8-9
3	Communication Skills in Project Management	2	22-23	18-19	4-5	21-22	5-6	9-10	1-2	11-12	9-10	1-2	10-11	9-10
4	Modern Project Management: Combining Scrum & Sprint	2	28-29	24-25	16-17	14-15	12-13	4-5	2-3	20-21	24-25	21-22	19-20	3-4
5	Project Management with Primavera	2	29-30	5-6	5-6	8-9	20-21	23-24	22-23	18-19	15-16	22-23	17-18	22-23
6	Applied Project Management	2	21-22	11-12	11-12	23-24	6-7	18-19	29-30	6-7	17-18	6-7	30	2-3
7	Contract Drafting for Procurement, Tendering & Commissioning	2	22-23	10-11	16-17	29-30	25-26	29-30	30-31	26-27	2-3	27-28	18-19	1-2

PUBLIC TRAINING SCHEDULE

K.	OTHER SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Achievement Orientation and Professionalism	2	8-9	19-20	11-12	28-29	19-20	24-25	16-17	12-13	29-30	15-16	10-11	16-17
2	Advance of Six Sigma Implementation	2	22-23	10-11	4-5	15-16	21-22	17-18	1-2	5-6	16-17	8-9	11-12	15-16
3	Basic of Six Sigma Implementation	2	13-14	26-27	30-31	21-22	7-8	3-4	22-23	27-28	28-29	7-8	3-4	17-18
4	Claim Handling & Management	2	20-21	24-25	5-6	14-15	12-13	25-26	23-24	31	2-3	29-30	12-13	10-11
5	Complaint Handling & Management in Digital Era	2	7-8	26-27	26-27	22-23	5-6	10-11	14-15	6-7	15-16	14-15	25-26	8-9
6	Corporate Public Relation Skill	2	27-28	26-27	12-13	1-2	6-7	2-3	9-10	5-6	28-29	28-29	26-27	15-16
7	Creating Customer Service Excellence from the Inside Out	2	14-15	12-13	12-13	7-8	25-26	24-25	30-31	12-13	16-17	13-14	5-6	8-9
8	CSR Implementation Strategy to achieve Good Corporate Governance	2	8-9	11-12	11-12	8-9	7-8	3-4	16-17	19-20	9-10	20-21	24-25	10-11
9	Customer Service Excellence For Basic and Frontliner	2	29-30	5-6	5-6	9-10	20-21	9-10	8-9	13-14	10-11	29-30	4-5	3-4
10	Customer Service Management	2	29-30	24-25	30-31	16-17	19-20	29-30	29-30	18-19	3-4	8-9	26-27	17-18
11	Customer Service Orientation and Relationship Building	2	22-23	10-11	16-17	23-24	21-22	18-19	2-3	31	24-25	27-28	3-4	2-3
12	Digital Customer Experience	2	28-29	18-19	26-27	29-30	20-21	4-5	21-22	20-21	29-30	6-7	25-26	16-17
13	Enhancing your Logistic Business System: new ideas and technology on how to improve your corporate logistic performance through combining 3rd Party Logistics, new management tools and 5G technology	2	21-22	4-5	4-5	16-17	7-8	10-11	28-29	27-28	22-23	28-29	30	22-23
14	Health and Safety Environment	2	29-30	18-19	5-6	22-23	5-6	17-18	7-8	11-12	23-24	22-23	11-12	9-10
15	How to be a Professional External-Party Liaison Officer	2	13-14	5-6	26-27	9-10	6-7	23-24	15-16	4-5	8-9	21-22	24-25	1-2

PUBLIC TRAINING SCHEDULE

K.	OTHER SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
16	How to Quickly Write Report & Develop Stunning Proposal	2	27-28	24-25	30-31	29-30	21-22	25-26	9-10	26-27	17-18	7-8	12-13	22-23
17	ICT Risk Management	2	8-9	12-13	4-5	14-15	19-20	11-12	29-30	4-5	1-2	15-16	10-11	1-2
18	Information Security Awareness	2	21-22	19-20	16-17	15-16	12-13	4-5	8-9	5-6	8-9	14-15	19-20	17-18
19	Japanese Professionalism, Ethos of Work And Management System	2	29-30	12-13	12-13	8-9	25-26	11-12	15-16	12-13	23-24	13-14	4-5	3-4
20	Lean Six Sigma Champion	2	8-9	5-6	11-12	23-24	21-22	29-30	23-24	6-7	2-3	1-2	17-18	8-9
21	Lean Six Sigma White Belt	2	14-15	19-20	5-6	28-29	5-6	25-26	30-31	27-28	16-17	20-21	18-19	10-11
22	Lean Six Sigma Yellow Belt	2	28-29	3-4	16-17	21-22	7-8	24-25	21-22	26-27	3-4	29-30	5-6	2-3
23	Mastering the Tools of Productivity Improvement	2	22-23	25-26	11-12	7-8	19-20	17-18	7-8	20-21	28-29	27-28	11-12	9-10
24	Memahami teknik dasar segitiga exposure dan Rule of Thirds , untuk mendapatkan hasil video yang Profesional sesuai dengan kebutuhan perusahaan, dengan menggunakan smartphone.	2	13-14	10-11	30-31	1-2	12-13	3-4	28-29	19-20	17-18	6-7	25-26	15-16
25	Memaksimalkan penggunaan aplikasi VN pada smartphone(tools, shortcut serta tips & tricks).	2	14-15	18-19	26-27	21-22	6-7	10-11	16-17	18-19	15-16	13-14	12-13	16-17
26	Mengaplikasikan teknik Transition dan camera movement dengan menggunakan smartphone. (tools, shortcut serta tips & tricks).	2	20-21	19-20	4-5	9-10	20-21	23-24	22-23	13-14	24-25	7-8	19-20	10-11
27	Meningkatkan Standar K3 dengan Pelatihan AK3 Umum	2	28-29	25-26	12-13	16-17	25-26	2-3	2-3	11-12	1-2	8-9	10-11	8-9
28	Modern Customer Delight Management: For Automotive, Property, B2B & Financial Industry	2	27-28	4-5	26-27	28-29	12-13	9-10	14-15	31	29-30	1-2	18-19	2-3

PUBLIC TRAINING SCHEDULE

K.	OTHER SERIES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
29	Optimizing Operational Strategy Management for Extraordinary Result	2	14-15	24-25	16-17	22-23	6-7	18-19	1-2	6-7	9-10	21-22	4-5	17-18
30	Pengenalan Pendekatan Design Thinking untuk Membangun Inovasi dan Pola Pikir User- Centric	2	21-22	18-19	30-31	7-8	21-22	4-5	7-8	31	22-23	20-21	30	1-2
31	Production Control With Kanban	2	14-15	12-13	11-12	1-2	20-21	17-18	28-29	18-19	10-11	14-15	3-4	3-4
32	Sistem Manajemen Mutu ISO 9001:2015	2	27-28	19-20	12-13	15-16	25-26	24-25	9-10	13-14	16-17	28-29	26-27	16-17
33	Six Sigma Champion	2	8-9	24-25	5-6	8-9	5-6	9-10	23-24	19-20	9-10	15-16	17-18	9-10
34	Training Green Belt Six Sigma	2	14-15	11-12	4-5	23-24	19-20	18-19	1-2	4-5	2-3	22-23	5-6	22-23



LET'S COLLABORATE!

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