

**SCHEDULE TRAINING 2018
ARCHIPELAGO SURABAYA**

No	Topic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Okt	Nov	Des	Price
Banking Series														
1	Manajemen Risiko Operasional Bank	18-19		15-16		17-18		26-27		13-14		15-16		6.250.000
2	Penerapan Prinsip Know Your Customer & Anti Money Laundering	23-24		20-21		7-8		19-20		18-19		26-27		6.250.000
3	SOP for Banks		8-9	14-15	11-12		11-12		6-7		11-12		6-7	6.250.000
Corporate Communication Series														
4	Strategic Media Planning	24-25		21-22			25-26		30-31		24-25		12-13	6.250.000
5	CSR Strategi Menuju GCG	24-25		12-13		17-18		9-10		5-6				6.250.000
6	How to Internalize Good Corporate Governance (GCG)	25-26		21-22		24-25		26-27		13-14	30-31			6.250.000
7	Best Practice : Corporate Event Management	25-26		21-22		17-18		26-27		13-14		22-23	6-7	6.250.000
8	Effective Public Relations	29-30			30-1			12-13						6.250.000
9	Teknik Dan Skill Mengelola Corporate Identity		1-2		5-6		7-8		9-10		4-5	29-30		6.250.000
10	Optimalisasi Cyber Public Relations		8-9	12-13			11-12		23-24		11-12		6-7	6.250.000
11	Effective PR Advocacy		13-14		17-18		11-12		23-24				5-6	6.250.000
12	Crisis Communication Management And Media Interview Simulation		19-20		18-19		25-26		23-24		18-19			6.250.000
Finance Series														
13	Practical Debt Collection	1-2			2-3		4-5	30-31	30-31	3-4	1-2		3-4	6.250.000
14	Basic Accounting	2-3		5-6	3-4	25-26	11-12		28-29			6-7		6.250.000
15	Developing Accounts Receivable Management Model	16-17		13-14		15-16						13-14		6.250.000
16	Asset Management	22-23		19-20	26-27	14-15	28-29	23-24		17-18	11-12	26-27	20-21	6.250.000
17	Financial Statements Analysis for Valuation		6-7		10-11		6-7		2-3	4-5		6-7		6.250.000
18	Enterprise Risk Management Berbasis ISO 31000:2009		8-9		5-6		7-8		9-10		4-5		6-7	6.250.000
19	Letter of Credit and International Trade		20-21		24-25	2-3	7-8		2-3		4-5		6-7	6.250.000
20	Risk Based Internal Audit		21-23		18-20		25-27		1-3		15-17		12-14	7.750.000
21	Regulasi dan Aplikasi Withholding Tax Indonesia			8-9		17-18		26-27		6-7	4-5	8-9		6.250.000
HR Series														
22	Perjanjian Kerja Waktu Tertentu & Outsourcing	1-2	21-22		2-3		4-5	30-31	30-31		1-2	27-28		6.250.000
23	General Affairs Management Development Program	4-5	1-2		5-6		6-7		2-3			5-6		6.250.000
24	Certified Behaviour Analyst	4-5		1-2		17-18		11-12	30-31			1-2		6.250.000
25	Optimizing Companys KPIs with Balance Scorecard	5-6		2-3		16-17		26-27		6-7		22-23		6.250.000
26	Improving Individual Performance using 360 degree Feedback and Individual KPI	8-9			24-25	31-1			2-3			1-2		6.250.000
27	Pensiun Tetap Bahagia	9-10			4-5				9-10					6.250.000
28	Personnel Administration Development Program	11-12		8-9		21-22		12-13		6-7		8-9		6.250.000
29	Workload analysis	11-12		8-9		17-18		12-13		6-7	24-25	12-13		6.250.000
30	Smart Interview	15-16		11-12		14-15		23-24		12-13		12-13		6.250.000
31	Comprehensive Compensation & Benefit Course	18-19		15-16		24-25		26-27		13-14		15-16		6.250.000
32	Transforming HR Mindset		1-2	1-2	5-6	2-3			2-3	27-28		1-2		6.250.000
33	Creating Training Needs Analysis		5-6		25-26		21-22		20-21		25-26		19-20	6.250.000
34	Business Plan and Road Map		6-7		9-10		4-5		6-7		1-2		3-4	6.250.000
35	Organizational Culture Profile		6-7		9-10		11-12		9-10		11-12		6-7	6.250.000
36	Strategic Planning		7-8			2-3		30-31			1-2		3-4	6.250.000
37	HR Management Development Program		8-9		11-12		12-13	10-11	7-8	12-13	8-9	13-14	4-5	6.250.000
38	Man Power Analysis & Workload Analysis		8-9		11-12		7-8		9-10					6.250.000
39	Formalities for Expatriat		12-13		16-17		21-22		20-21		15-16		11-12	6.250.000
40	Sistem Pengelolaan & Analisa Data Ke-HRD-an		12-13		2-3		21-22		23-24		1-2		3-4	6.250.000
42	Human Capital Development Analysis		14-15		25-26		21-22		20-21		26-27		3-4	6.250.000
43	Comprehensive HRIS (Human Resources Information System)		19-20		24-25		11-12		20-21		22-23		17-18	6.250.000
44	Constructing Business Plan and Feasibility Study			14-15		7-8		10-11		3-4		5-6		6.250.000
45	Recruitment Management			19-20		21-22	12-13	26-27		25-26		22-23		6.250.000
46	Kupas Tuntas Penyusunan SOP dan KPI					7-8		13-14		19-20	29-30		11-12	6.250.000
47	Compliance Management												13-14	6.250.000
IT Series														
48	Information Technology Project Management	2-3			2-3		4-5	30-31		3-4	1-2		3-4	6.250.000
49	Disaster Recovery Planning & Business Continuity Planning	8-9		5-6		30-31				7-8			14-15	6.250.000

50	Cara Mudah Membuat dan Mengelola Situs Web Dengan CMS JOOMLA	11-12	1-2	1-2	5-6	17-18	7-8		1-2	6-7	4-5	1-2		6.250.000
51	Audit Teknologi Informasi	15-16			16-17					17-18		12-13		6.250.000
52	Membuat dan Mengelola Situs Web Perusahaan	18-19		8-9		17-18		12-13		7-8		8-9		6.250.000
53	COBIT	25-26		19-20		21-22		16-17			22-23			6.250.000
54	Step by Step Menjadi Programmer Handal Dengan Tools .Net Developer	25-26		21-22		25-26		19-20			26-27		22-23	6.250.000
55	IT Risk Management		7-8			16-17			23-24				12-13	6.250.000
56	IT Governance		12-13		24-25		21-22		20-21		15-16		17-18	6.250.000
57	Pemrograman Web dengan PHP dan MySQL		22-23		19-20				23-24				13-14	6.250.000
Legal Series														
58	Drafting & Reviewing : International Joint Venture Agreement	8-9		21-22		17-18		19-20		6-7			3-4	6.250.000
59	Business Contract : Drafting and Reviewing	9-10		5-6		8-9		9-10		4-5		6-7		6.250.000
60	Perancangan Peraturan Perundang-undangan (Legislative Drafting)	15-16		11-12		14-15		16-17		13-14		15-16		6.250.000
61	Executive Corporate Law for Non Lawyer		6-7		9-10		12-13		9-10		4-5		6-7	6.250.000
62	Arbitration & Mediation : Alternative Dispute Resolution In Business		21-22		19-20		11-12		6-7		1-2	27-28		6.250.000
63	Arbitrase & Alternatif Penyelesaian Sengketa Lainnya				19-20					18-19				6.250.000
Managerial Skills Series														
64	Applied Communication Training	4-5		1-2	5-6	17-18		9-10	2-3			1-2		6.250.000
65	Comprehensive Managerial Skills & Leadership Training	8-9		5-6		7-8		12-13		12-13		5-6		6.250.000
66	Mastering Microsoft Excel 2007 Beyond For Office Automation	8-9		5-6		2-3		23-24		17-18		21-22		6.250.000
67	Practical Assertive Communication	8-9		11-12		7-8		16-17		17-18		5-6		6.250.000
68	Win-Win Negotiation Skills	8-9	21-22		30-1			12-13		3-4		8-9		6.250.000
69	Powerful Data Analysis & Reporting With Ms. Excel 2007	11-12	8-9	8-9						13-14				6.250.000
70	Infographic for Creative Presentation	11-12		8-9		17-18		19-20		12-13		12-13		6.250.000
71	Creative & Innovative Thinking	15-16		5-6		7-8			6-7		8-9		11-12	6.250.000
72	Self Empowerment Training	15-16	21-22		30-1			16-17		3-4	29-30			6.250.000
73	Coaching and Counseling Skills	15-16		11-12		7-8		16-17		6-7		7-8		6.250.000
74	Teknik Penulisan Naskah Public Relations	18-19		15-16		17-18		12-13		6-7		15-16		6.250.000
75	Creative Problem Solving And Decision Making	18-19		26-27		21-22		11-12		20-21		21-22		6.250.000
76	Modern Office Administration For Executive Secretary and Executive Administration	18-19		5-6		17-18		11-12		19-20		5-6		6.250.000
77	Comprehensive Supervisory Skills training	22-23		19-20		21-22		23-24		24-25		21-22		6.250.000
78	Innovative Thinking dan DMAIC Problem Solving	22-23		11-12		14-15		23-24						6.250.000
79	Practical Service Excellence	23-24		14-15		21-22		23-24		24-25		21-22		6.250.000
80	Excellent Automation Process with Visual Basic Application for Excel 2007	25-26		21-22			11-12		6-7		18-19		11-12	6.250.000
81	Emotional Intelligensi	29-30			16-17		21-22		20-21		22-23		17-18	6.250.000
82	Effective Time Management & Delegation	29-30					11-12						5-6	6.250.000
83	Effective Sales Supervisor		1-2		5-6	30-31		30-31			1-2		3-4	6.250.000
84	Comprehensive Leadership Program		1-2			31-1			2-3	27-28				6.250.000
85	Becoming a Strategic Thinking Leader		6-7		9-10			9-10		17-18		12-13		6.250.000
86	Becoming Professional		6-7					16-17					17-18	6.250.000
87	Motivating & Empowering		8-9		11-12		21-22		15-16		18-19		6-7	6.250.000
88	Improving Quality of Customer Interaction & Handling Customer Complaint		8-9		11-12	23-24	7-8		9-10		4-5		6-7	6.250.000
89	Comprehensive People Management Training		8-9		16-17	30-31			20-21		2-3	29-30		6.250.000
90	Project & Team Leadership		12-13		19-20		4-5		23-24		25-26		11-12	6.250.000
91	Manajemen Perkantoran Modern		12-13		16-17		21-22		23-24		18-19		13-14	6.250.000
92	Report Writing		14-15		19-20		12-13		23-24		11-12		13-14	6.250.000
93	Effective Presentation Skills		19-20		16-17		21-22		13-14		15-16		17-18	6.250.000
94	Powerful Database Analysis & Dashboard Reporting With Excel 2010		21-22		16-17		12-13		23-24	13-14		22-23		6.250.000
95	Electronic Filing Implementation With RMS & EFS Method Based on Document Regulation		22-23								11-12		13-14	6.250.000
Operation Series														
96	Audit Internal RSPO dan ISPO	1-2			5-6	30-31		9-10	2-3	3-4	4-5	29-30		6.250.000
97	Maintenance Manajemen	8-9			11-12	17-18	22-23		23-24		22-23		17-18	6.250.000
98	Permit to Work System (PTWS)	9-10		5-6		16-17		13-14	8-9		17-18		5-6	6.250.000
99	Basic Hydraulic System for Heavy Equipment	11-12		14-15		17-18		16-17		6-7		8-9		6.250.000
100	Security Risk Management	17-18		14-15		16-17		11-12		18-19		14-15		6.250.000
101	Procurement Negotiation & Contracting Strategy	22-23		9-10		21-22		16-17		24-25		21-22		6.250.000
102	Increasing Manufacturing Profit by Lego Assembly Line Simulation Training	25-26			16-17		11-12		23-24		11-12		11-12	6.250.000
103	Pemahaman Penerapan Integrasi RSPO dan ISPO	25-26		21-22		24-25		25-26		18-19		22-23		6.250.000

104	Strategic Procurement Management	29-30			9-10		4-5	30-31			1-2		3-4	6.250.000
105	Ekspor Impor dan Kepabeanan		6-7		5-6		5-6		13-14		2-3		4-5	6.250.000
106	Contractor Safety Management System (CSMS)		9-10		16-17			11-12	30-31			1-2		6.250.000
107	Ergonomics for Excellent HSE Management		13-14		17-18		12-13		13-14		16-17		11-12	6.250.000
108	Strategic Sourcing & Vendor Selection Methods		19-20		24-25		11-12		23-24		22-23	29-30		6.250.000
109	5S & 7 Waste Management		19-20		24-25		12-13		23-24		18-19	28-29		6.250.000
110	Kaizen in The Office		20-21		25-26		12-13		23-24		17-18		17-18	6.250.000
111	Basic HSE		21-22		11-12		21-22		20-21		24-25		17-18	6.250.000
112	Advanced Writing Policy and Procedure (SOP)		21-22		25-26		21-22		2-3		22-23		17-18	6.250.000
113	Accurate Inventory Planning & Stock Control		22-23		19-20		12-13		23-24		22-23		13-14	6.250.000
Sales & Marketing Series														
114	New Product Development (NPD)	17-18		21-22		18-19		12-13		5-6		26-27		6.250.000
115	Effective Telemarketing	18-19		26-27		17-18		25-26	29-30			1-2		6.250.000
116	Desain Media Publikasi Perusahaan	23-24		20-21	30-1		11-12		29-30			7-8		6.250.000
117	Strategic Issues in Experiential Marketing	25-26		14-15		16-17		18-19		13-14		7-8		6.250.000
118	Applied CRM using CRM Strategy Map	31-1			20-21		15-16		13-14		15-16		19-20	6.250.000
119	Telemarketing Skills Training		6-7		4-5		6-7		8-9		3-4		5-6	6.250.000
120	Effective Marketing Management		6-7		9-10		11-12		6-7		8-9		11-12	6.250.000
121	Integrated Marketing Communication		7-8		4-5		6-7		20-21		3-4		6-7	6.250.000
122	Cara Cerdas Merancang Program Periklanan		19-20		24-25		21-22		20-21		15-16		11-12	6.250.000
123	Merchandising Principles		20-21		11-12		21-22		27-28		17-18		11-12	6.250.000
124	Effective Customer Retention Marketing		22-23		19-20		12-13		23-24		18-19		13-14	6.250.000
125	Applied Marketing Research Using Ms. Excel		22-23		5-6		21-22		9-10		18-19		6-7	6.250.000
126	Kupas tuntas Customer Satisfaction dan Loyalty		23-24			18-19		16-17		6-7			3-4	6.250.000
Training Series														
127	How to Identify Training Need (TNA)	9-10		5-6		8-9		12-13		12-13		6-7		6.250.000
128	How to Plan & Design Training Materials	23-24		20-21		22-23			20-21		25-26		18-19	6.250.000
129	Training For Trainers	29-30			2-3		4-5		2-3		4-5	29-30		6.250.000
130	Train The Trainers Program	31-1			4-5	31-1			8-9		3-4		12-13	6.250.000
131	Conducting Corporate Training Curriculum	31-1		28-29		30-31			1-2	27-28			5-6	6.250.000
132	How To Plan & Organize Training		13-14		17-18		21-22		13-14	18-19		13-14		6.250.000
133	e-Training Facilitator		14-15		16-17		21-22		13-14		15-16		18-19	6.250.000
134	Comprehensive Training Management System for Training Officer		22-23		3-4		5-6	31-1			2-3		4-5	6.250.000

Note : Harga dan Tanggal Sewaktu-waktu dapat berubah.

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