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# 2025

## Training Schedule



Indonesia  
Professional  
Development  
Center



### IPDC TRAINING INSTITUTE

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## MESSAGE FROM OUR FOUNDER AND DIRECTOR

Welcome to IPDC Training.

I am delighted to share the IPDC Training 2025 Program Schedule with you.

Since its establishment in 2001, IPDC Training has delivered countless training programs to over 200,000 participants throughout Indonesia and the region. Our training significantly impacts our participants from various industries, levels, positions, and business functions.

We leverage our experience and training skills to continuously design, personalize, and update the industry's most needed training to align our clients' business growth.

The 2025 Program Schedule displays our passion and dedication to maintaining training excellence while also providing more relevant and up-to-date training.

Please don't hesitate to contact us. We would be more than happy to assist you in identifying your training requirements and designing, delivering, and evaluating solutions to meet them. We wish you continued success in 2025 and the years to come. Warm regards,

Bun Sucento  
Founder and CEO



### FACT ABOUT US



**220,000+** Participants Since 2001



**2,500+** Clients and Counting



**250+** Training Topics Year Round



**200+** Facilitators  
Highly Experienced Trainers (combining Corporate Practice & Training Facilitation)

### WHERE OUR PARTICIPANTS ARE FROM



Indonesia



Bangladesh



Thailand



Vietnam



Timor Leste



Malaysia



Bhutan



Afghanistan

## WHY CHOOSE US?



### VISION

To grow and be the professional training organization and business consultant of choice by:

- Being a Recognized Industry Leader Creating Value for our Clients
- Creating Long Term Relationships
- Providing a Stimulating and Rewarding Work Environment
- Capitalizing on Opportunities to Strengthen the Company



### MISSION

To inspire, equip and empower people, through excellent training by providing comprehensive professional services to our clients and building relationships and develop innovative solutions, which help dynamic people and organizations create and realize value

# PROGRAM OFFERS & CATEGORIES

Our learning solution incorporate best-practice in the industry and emerging trends to hel you succeed in todays competitive environment



**Management & Leadership**




**Oil & Gas Technical & Applied Skill**




**Project Management**




**Health, Safety & Environmental**



**Financial Management**





**Innovation & Creativity**




**Purchasing, Logistic & Supply Chain Management**




**Sales & Marketing**



**Communication Skills**




**Administration & Secretarial**




**Retirement Readiness**




**Banking, Multifinance & Insurance**

# INDUSTRY WE SERVED



Banking,  
Financial Service  
& Insurance



Oil & Gas



Mining



International  
Organization



Retail




Service  
& E-Commerce




Energy  
and Oil Services



Publishing  
& Printing



Automotive



Medical Device




Property  
& Developer



Forestry



**BUMN**  
State Owned  
Enterprises




Infrastructure



FMCG



Foreign  
Clients



Manufacturing



Pharmaceutical



Government



Telecommunication  
Service

## SOME OF OUR MAJOR CLIENTS



## IPDC Training's Journey in Design and Delivery a Training

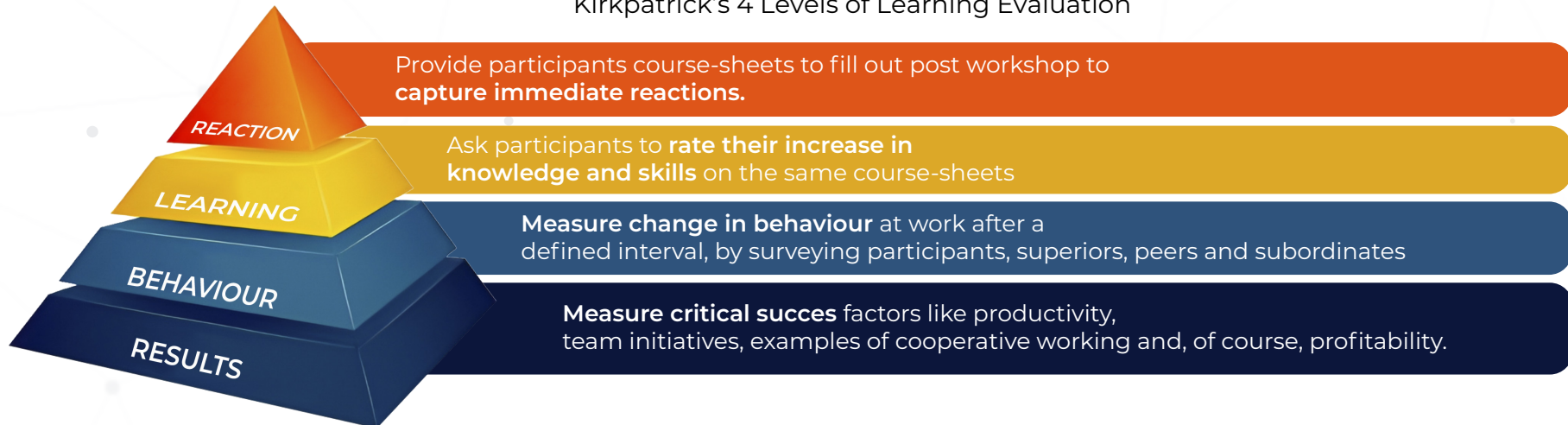


## Applying Experiential Learning



## Training Effectiveness & Evaluation

Kirkpatrick's 4 Levels of Learning Evaluation



A. MANAGEMENT & LEADERSHIP		Days	JAN	FEB	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Effective Leadership Skills for Managers	2	9-10	6-7		15-16						6-7	
2	Leadership Development Program for Future Leaders (Schedule and Duration based on Request)	2	<b>Schedule and Duration based on Request</b>										
3	Digital Leadership <b>NEW</b>	2		15-16		23 - 23	3-4				10-11		
4	Coaching and Mentoring for Managers and Supervisors	2	13-14			14-15			21-22			13-14	
5	Mastering Strategic Planning	2			14-15			3-4			16-17		11-12
6	Emerging Leaders Program	3		12-14		26-28			6-8			5-7	
7	Advanced Leadership Development: Self-awareness, Skills & Strategies	2					12-13			3-4			18-19
8	Leadership Regeneration (Leader Create Leaders) <b>NEW</b>	2		8-9			21-22			10-11			
9	Leader as Coach	2			21-22			10-11			2-3		
10	Diversity and inclusion in the Workplace	2					9-10			25-26			15-16
11	High Impact Leadership	2			24-25			3-4			16-17		
12	Ambidextrous Leadership <b>NEW</b>	2	16-17			13_14			14_15			13_14	
13	Developing Effective Habits toward Excellent Leaders <b>NEW</b>	2	10-11			12-14			21-22		14-15		
14	Effective Managerial Skills for Middle Management	2			10-11			3-4			6-7		8-9
15	Strategic Leadership	2		13-14		8		24-25			16-17		
16	Strengthening Business Acumen and Collaboration	2			10-11		5 - 6			11-12			4 dan 5
17	The 5-Day Master Class: Excelling Your Leadership & Business Skills	5		10 - 14			09 - 13		11-16			10 - 14	
18	Building Agile, Solid & High Performing Team Working Remote	2			14-15			24-25		23 - 23			01 - 02
19	Time Management	2	22-23			15-16			28-29			13-14	
20	Integrating Agile and Change Management	2		13-14			5-6			3-4			4-5
21	Strategic Management in Disruptive Times	2	16-17		21-22			3-4			23-24		
22	Adaptability & Flexibility in Managing Business <b>NEW</b>	2			10-11			21-22		13-14			
23	Effective People Management			20-21		22-23			21-22			20-21	
24	Supervisory Development Program	3					4-6			10-12			3-5
25	Change Management & the Role of Leaders	3	22-24		28-30			16-18			8-10		
26	Leadership Acceleration Program for Managers <b>NEW</b>	2	21-22		9-10		10-11		18-19			23 - 23	



B. COMMUNICATION SKILLS		Days	JAN	FEB	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Professional Business Writing (in English / Bahasa Indonesia)	2		13_14		26-27			20-21			6-7	
2	Intergeneration Team Sinergy and Collaboration	2			5-6		11-12			18-19			4-5
3	Interpersonal and Workplace Communication Skills	2		27-28			4-5			11-12			17-18
4	Team Communication	2	17-18			15-16			7-8			20-21	
5	Effective Communication Skills in New Era	2			5-6		25-26			3-4			4-5
6	Managing and Communicating with Inter-Generation Team	2		21-22		28-29			21-22		2-3		
7	Effective Communication & Negotiation Skills <b>NEW</b>	2	18-19	20-21				26-27		13-14			
8	Assertive Communication, Excellent Work Behaviour and Proactivity	2			5-6			16-17			9-10	13-14	11-12
9	Professional Presentations & Public Speaking	2	8-9			15-16			6-7			20-21	
10	Mastering Business Negotiation Skills	2						17-18	21-22	10-11			4-5
11	Personal Effectiveness & Time Management	2		13-14		6-7			27-28				
12	Managing Multiple Tasks, Priorities & Deadlines	2	30-31			13-14			18-19			12-13	
13	Report Writing and Communication Skills for Auditors	2			6-7			30-31			16-17		18-19
14	English Conversation Skills	REQ	<b>Schedule and Duration based on Request</b>										
15	Business English	REQ	<b>Schedule and Duration based on Request</b>										
16	Presentation Design & Delivery	2	10-11		6-7			9-10				19-20	

C. INNOVATION & CREATIVITY		Days	JAN	FEB	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Problem Solving & Decision Making Skills	2	15-1			14-15			6-7			12-13	
2	Problem Solving with DMAIC	2		10-11		14-15			20-21			26-27	
3	Innovation & Productivity in the Workplace	2			9-10			16-17					16-17
4	Work Monitoring, Controlling Target & Detecting Issue	2	7-8			26-27			13-14			19-20	
5	Creative and Innovative Thinking	2		19-20			10-11			4-5			10-11



D. INNOVATION & CREATIVITY		Days	JAN	FEB	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
6	Design Thinking & Creativity for Business Innovation	2		11-12	8-9	13-14						5-6	
7	Lean Six Sigma	2	8-9		15-16			2-3			8-9		
8	Achieving Results: Smarter Goal Setting, Planning & Decision Making	2		4-5		27-28			13-1			4-5	
9	Innovation Through Design: Think, Make, Break, Repeat	2					4-5	9-10			1-2		9-10
10	Business Model Innovation	2		12-13		13-14			12-13			11-12	

E. ADMINISTRATION AND SECRETARIAL													
1	Advanced Office Management & Effective Administration Skills	3	15-17			26-28			20-22			19-21	
2	Simplification of Work Processes & Procedures	2			3-4			3-4			16-17		4-5
3	Competence Development Masterclass for Secretaries and Administrators	2		13-14			5-6			8 dan 9			18-19
4	Business Etiquette and Table Manner	2		12-13		15-16			21-22			6-7	
5	Electronic Filing & Documentation Management	3	8-10		16-17			2-4		10-12		26-28	
6	Professional Skills for Administrators & Secretaries	2		20-21			12-13			3-4			18-19
7	Project Management Fundamentals for Administrative Professionals	2	16-17		10-11			2-3			23-24		
8	The Senior Secretary Development Program	2		18-19		14-15			14-15			12-13	
9	Microsoft Excel Office 2016 (Basic)	1	24			14			15		8		
10	Microsoft Excel Office 2016 (Advanced)	1			4		4			24			7
11	Microsoft Excel Office 2016 (Intermediate)	1			17			23			8		12

F. PROJECT MANAGEMENT													
1	Agile with Scrum Project Management	3	8-10			14-16			6-8			5-7	
2	Project Management with Primavera	3			14-16			3-4			29-31		3-5
3	Applied Project Management	3		12-14			11-13			2-4			10-12
4	Business Process Improvement for Supervisors and Managers	2	23-24			15-16			7-8			26-28	
5	Six Sigma Fundamentals	3			14-16			23-25			15-17		17-19
6	Offshore & Marine Projects and Risks Management	3		19-21			24-26			10-1		12-14	

G. PROJECT MANAGEMENT		Days	JAN	FEB	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
7	Offshore Oil and Gas Development Projects, Concepts and Facilities	3			21-22			9-11			22-24		3-5
8	Project Management & CAPM-PMP Preparation <b>NEW</b>	2	3-4				26-28			7-8		6-8	
9	Contract Drafting for Procurement, Tendering & Commissioning	2		13-14			2-3			3-4			18-19
10	Mastering Contracts Management	2			14-15		5-6			25-26		20-21	
11	Contract Administration: Understanding and Implementing Contractual Obligations	2	9-10		28-29			3-4			2-3		
12	Process Mapping for Improvement	2		26-28		15-16			14-15			27-28	
13	EPC for Oil & Gas Industry	3	6-8			14-16			7-8			5-7	

## H. HEALTH, SAFETY & ENVIRONMENTAL

1	Health, Safety, Environment Management System: Risk Assessment Technique	3	14-16			6-8			4-6			19-21	
2	Safety & Risk Management in Oil & Gas Operation	3		11-13			10-12			9-11			2-4
3	The AMDAL (Environmental Impact Assessment) for the Executives	3	7-9			26-2			5-7		6-8		
4	Energy Isolation	3		11-13			3-5			22-24			9-11
5	Confined Space Entry	3	20-22			13-15			12-14			24-26	
6	H2S Safety Awareness	3		4-6			10-12			1-3			2-4
7	Emergency Response	3			8-10			8-10			14-16	17-19	
8	Hazop & Simop	3			7-9			28-30			6-8		8-10
9	OSHA LOG 300	3		10-12		20-22			19-21		7-9		
10	Distribute control system	3		18-20			24-26			16-18		10-12	
11	Hazardous Waste Management and Pollution: Contamination & Hazardous Waste - Management & Prevention	3			14-16			15-17			20-22	3-5	



I. HUMAN RESOURCES MANAGEMENT		Days	JAN	FEB	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Strategic Human Resources & Talent Management	3			5-7			2-4		2-4			17-19
2	Certification in HR Professional (BNSP)	3	22-24				11-13				1-3		
3	Certified Train the Trainer (TOT) (BNSP)	3		12-14				9-11				12-14	
4	BNSP Certified Human Resource Practitioner (CHRP)	5	20-24			19-23			18-23			3-7	
5	Competencies: Design, Development and Implementation	3		12-14		21-23			6-8			26-28	
6	HR for Non HR Executives/Non HR Managers	2	16-17			20-21		3-4			9-10		
7	Performance Management System	2			7-8		5-6			11-12			11-12
8	Workforce Planning and Recruitment	2		20-21		27-28			20-21			5-6	
9	Recruitment, Behavioural Interviewing and Selection	3	22-24		3-4			23-25			9-10		
10	HR Management for Line Managers and Non-HR Professionals	2		12-14		20-21			20-21			5-6	
11	Mastering Training Needs Analysis & Training Evaluation	3		19-21			11-12			24-26			10-11
12	Train the Trainer : From Design to Delivery	3			7-9		4-5			17-19		19-21	
13	Position & Workload Analysis	2	16-17			14-15		9-10			15-16		

J. PURCHASING, LOGISTICS & SUPPLY CHAIN MANAGEMENT		Days	JAN	FEB	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Mitigating Procurement Risk Using Financial Due Diligence	3	20-22			19-21			6-8			26-28	
2	Managing Tenders, Specifications & Contracts	3			18-20			9-11			22-24		
3	Warehouse Operations and Inventory Control	3	13-15			5-7			4-6			3-5	
4	Management of Project Owners Estimate (OE/HPS)	3		12-14		19-21			18-2			4-6	
5	Negotiation Skills in Purchasing & Contract	3	22-24			5-7			25-2			10-12	
6	Logistic Management	2		5-6			5-6			25-26			11-12
7	Sustainable Supply Chain Management	2			4-5			1-2			23-24		
8	Demand Planning & Demand Management	2		6-7			9-10			1-2			15-16
9	Managing Warehouse in the Future	2			27-28			15-16			27-28		18-19
10	Purchasing Management: A - Z Best Practice	2		24-25			23-24			1-2			1-2



K. PERSIAPAN MASA PENSIUN & RETIREMENT READINESS		Days	JAN	FEB	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Pelatihan Masa Persiapan Pensiun (Retirement Readiness Training)	4	20-23	25-28	8-11	13-15	23-26	1-4	26-29	1-4	13-16	4-7	2-5
2	Outplacement Program	Req	Schedule and Duration based on Request										
3	Financial Planning in Retirement	2		13-14			5 dan 6			11 dan 12		20-21	
4	Entrepreneurship for Retirement Preparation	3			21-23			9 dan 11			1 dan 3		17-19
5	Financial Planning <b>NEW</b>	1	28	18			7		25	10	19		
6	Outplacement Program <b>NEW</b>	Req	Schedule and Duration based on Request										
7	Kewirausahaan & Industry Visit <b>NEW</b>	2	23-26		13-15	20-21	17-19			20-23			26-29
8	The Second Career Preparation <b>NEW</b>	2		7-9		10-11	26-27	15-16		23-24		25-26	

L. OIL & GAS TRAINING													
1	Applied Reservoir Engineering	3	15-17			14-16		9-11			8-10		
2	Basic Petroleum Economic and Risk Analysis for Supporting Personels	3		12-14		5-7			6-8			5-7	
3	Fundamental of Oil & Gas Industry in Indonesia: Conceptual, Practice & Site Visits	4			14-17			22-25			7-10		2-5
4	Pedoman Pelaksanaan Pengadaan Barang & Jasa K3S - PTK 007 Rev. 5 / 2023	2	30-31			27-28			14-15			6-7	
5	International Oil & Gas Business Management	4	8-10		22-25			1-4			14-17		
6	Introduction to Oil & Gas EPC and Project Management for Non Engineers	3		5-7			24-26			10 - 12			3-5
7	Introduction to Upstream Business Process & Practice in Oil & Gas Operations	3		12-14			11-13			2-4			10-12
8	Petroleum Project Economics & Risk Analysis	3			23-25			23-25			22-24		
9	PSC Accounting & Financial Aspect in Production Sharing Contract (PSC)	3		26-28		26-28			4			19-21	
10	WP&B, FQR, POD, PIS, AFE and AFE Closed Out	3	13-15			14-16			27-29			17-19	
11	PSC Cost Recovery and Gross Split	3			28-30			7-9			15-17		17-19
12	Cost Control and Cost Reduction in the Upstream PSC Business Activities	2		27-28				28-29	7-8		2-3		11-12
13	PSC Taxation Update	3			14-15		16-18			24-26			17-19
14	Procurement Management in Oil & Gas Industry	2		3-4		22-23				11-12		5-7	

M. FINANCIAL MANAGEMENT		Days	JAN	FEB	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Budgeting and Business Planning	2	22-23			14-15			4-5			11-12	
2	Cash Flow and Treasury Management	2		4-5		26-27			13-14			4-5	
3	Treasury and Risk Management	3	13-15		8-10			21-23			1-2		15-1
4	Accounting for Non-Accountants	2			7-8		24-25			10-11		11-12	
5	Financial Forecasting and Modelling	2	20-21		21-22		11-12			8-9			
6	Cost Reduction Management	2		11-12			16-17				21-22		3-4
7	Finance for Non Finance Professionals/Managers	3		5-7		20-22		8-10			6-8		

N. SALES & MARKETING		Days	JAN	FEB	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Negotiation and Influencing Skills in Sales	2	15-16			15-16			7-8			10-11	
2	Selling Technique Coaching and Methods in Boosting Sales Performance	2		20-21			18-19			10-11		26-27	
3	Corporate (B2B) Selling Skills	2			6-7			15-16		23-24			18-19
4	Digital Marketing in the New Era	2	15-16			20-21			26-2			20-21	
5	Telemarketing Skills and Motivation	2			12-13			17-18			9-10		18-19
6	Consultative Selling Skills	2		5-6			25-26			11-12			11-12
7	Customer Service Professional	2	6-7			27-28			14-15			13-14	
8	Strategic Key Account Management	2		20-21			24-25				21-22		16-17
10	Presentation & Negotiation Skills for Sales People in Digital Era	2		4-5			10-11			11-12		13-14	
11	Service Excellence and Handling Complaint	2	7-8			19-20			7-8			18-19	
9	Managing Sales Team	2			5-6			2-3			7-8		
12	Managing Sales Performance	2			6-7			24-25			1-2		8-9
13	Marketing Strategy for Sales Professionals	2	30-31			15-16			27-28			3-4	



O. BANKING, MULTIFINANCE & INSURANCE		Days	JAN	FEB	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Treasury Management & Money Market	2	8-9			15-16			7-8			14-15	
2	Service Excellence	2		6-7			5-6				9-10		11-12
3	Critical & Analytical Thinking for MT Collection <b>NEW</b>	2		27-28					25-26		26-27		
4	Foreign Exchange Market and Derivatives	2	9-10			13-14			7-8			20-21	
5	Negotiation Skills for Tele-collection <b>NEW</b>	2	22-23		12-13	16-17		20-21		27-28			
6	Credit Risk Analysis	2			14-15			24-25			2 dan 3	13-14	
7	Risk Assessment & Stress Testing	2	<b>Schedule and Duration based on Request</b>										
8	Managing the Collections and Credit Control Team	2	23-24			27-28				3 dan 4		20-21	
9	Sales Communication & Negotiation Skills <b>NEW</b>	2	10-11		25-26	5-6		21-22			14-15		19-20
10	Credit Analysis for Commercial Vehicle & Heavy Equipment Loans	2	16-17			27-28				3 dan 4			
11	High Impactful Telesales <b>NEW</b>	2	10-11		25-26	13-14		5-6			21-22		
12	Negotiation Skills for Tele-collection <b>NEW</b>	2		16-17			14-15		19-20		10-11		6-7
13	Risk Management & Corporate Governance	2			3-4			10-11		25-26			4-5
14	Building Resilience & Mental Toughness for Collection Officer <b>NEW</b>	2	16 17	27-28	19-20		16-17	17-18		23-24		6-7	
15	Credit Analysis with 5C Principle <b>NEW</b>	2		6-7		17-18			21-22			16-17	
16	Credit Analysis for Multifinance Business	2					12-13				16-17		11-12
17	Fraud Investigation	2		13-14			5-6			18-19			18-19
18	Collection Strategy & Negotiation Skills for Collection Team <b>NEW</b>	2	21-22		13-14	22-23			8-9	26-27			25-26





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