

IPDC Training Institute



Indonesia
Professional
Development
Center



TRAINING COACHING
CERTIFICATION

2024

TRAINING SCHEDULE

IPDC TRAINING INSTITUTE

Jl. Mampang Prapatan Raya, Building 99, Unit. 99E, Duren Tiga
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www.ipdc.co.id

MESSAGE FROM OUR FOUNDER AND DIRECTOR

Message from Our Founder and Director
Welcome to IPDC Training Institute

I am delighted to present you our 2024 Program Schedule. IPDC Training Institute has started its business in 2001. With a wealth of experience, we deliver an extensive range of training courses to meet a diverse range of professional development needs. We promote a real-world focus across areas such as leadership, management, business, project management, finance, sales and marketing – and more – to ensure that learning is immediately applicable on return to the workplace.

We also have delivered countless training program to more 135,000 participants across level and business functions. We have been trusted by thousands of major clients across Afghanistan, Bangladesh, Bhutan, Brunei, Indonesia, Malaysia and Thailand.

The Program Schedule of 2024 reflected our passion and commitment to continuously serves our clients in better way and more applied training. Every topics in the schedule can customized bases our each and every of client's needs as we believe every client is unique and therefore, we design the training programs to meet their training and expected outcome. Please do not hesitate to contact us by phone or email if you have any questions or need any further information about training.

We wish you more successful in 2024 and years to come.



www.ipdc.co.id

Fact About Us



135.000+
Participant Since 2001



2.500+
Client and Counting



250+
Training Topic Year Round



200+
Associate Trainers



Where Our Participants Are From



WHY CHOOSE US?



22↑ **22 YEARS**
Excellent in training

100%
Customer satisfaction guarantee

TRUSTED
Trusted by many major corporation
in Indonesia and region

PREFERRED
Becoming preferred learning partner
by many major client

FOCUS
Offer a wide-ranged but focus applied program

EXPERIENCED
Experienced and caring event staff

INDUSTRY-TESTED PROFESSIONALS
Trainers are industry-tested professionals and
leaders gaining for more than 25 years of professional
and consultancy experience coming from international
and national firm and leading universities



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 Skills



Project Management



Health, Safety & Environmental



Financial Management



Inovation & Crativity



Purchasing, Logistic & Supply Chain Management



Sales & Marketing



Communication Skills



Administration & Secretarial



Pre-Retirement Program



Banking & Insurance

Industry We Served



Banking, Financial Service & Insurance



Oil & Gas, Energy and Oil Services



Mining & Infrastructure



International Organization



Retail, Service & E-Commerce



Industry We Served



FMCG



Foreign Clients



Manufacturing



Pharmaceutical



Government



Telecommunication Services

FMCG: PT. INDO LAKTO, Beiersdorf, Nabati, MODENA smart living, HANASUI, Kraft Heinz, Yakult, Softex INDONESIA, Kimberly-Clark, smart agribusiness and food.

Foreign Clients: Petrobangla, Ministry of Health and Family Welfare (Indonesia), SGFL, BAPEX, BPC, PT. Garuda Indonesia, PT. Garuda Air, PT. Garuda Air, PT. Garuda Air.

Manufacturing: YKK Little Parts. Big Difference., HONDA, Toba Pulp Lestari, MITSUBISHI, HYUNDAI, mowlex, Masptene, APRIL, iff, TEL, EPSON, P.T. Evans Indonesia, Holland America, AGC, PT LATINUSA, THE DOVE-CHEM GROUP, PT YKK Zagar Indonesia, YAMAHA.

Pharmaceutical: KONIMEX, Darya-Varia LABORATORIA, kimia farma, biofarma, mindray healthcare within reach, KALBE.

Government: KPK, BADAN POM, BPH MIGAS, KEMENTERIAN SEKRETARIAT NEGARA RI, djp.

Telecommunication Services: PROTELINDO, Indosat, ooredoo, Property, FARPOINT THINK BEYOND, PARAMOUNT LAND Building Homes and People With Heart.

MANAGEMENT & LEADERSHIP



Duration	Program Title	Date			
2 Days	Effective Leadership Skills for Managers	09-10 January	05-06 February	15-16 May	05-06 November
	Leadership Development Program for Future Leaders	Schedule and Duration based on Request			
3 Days	Supervisory Development Program	04-06 June	10-12 September	03-05 December	
2 Days	Coaching and Mentoring for Managers and Supervisors	13-14 January	14-15 May	21-22 August	13-14 November
2 Days	Mastering Strategic Planning	05-06 March	02-03 July	15-16 October	10-11 December
3 Days	Data Science (orange data mining)	13-15 February	27-29 May	06-08 August	05-07 November
2 Days	Advanced Leadership Development: Self-awareness, Skills & Strategies	11-12 June	04-05 September	17-18 December	
2 Days	Effective People Management	20-21 February	28-29 May	21-22 August	19-20 November
2 Days	Leader as Coach	04-05 March	09-10 July	01-02 October	
2 Days	Diversity and inclusion in the Workplace	10-11 June	24-25 September	16-17 December	

MANAGEMENT & LEADERSHIP



Duration	Program Title	Date			
2 Days	High Impact Leadership	19-20 March			
2 Days	Smart Leadership: Achieving Strategy through Leadership & Innovation	16-17 January	13-14 May	13-14 August	12-13 November
3 Days	Change Management & the Role of Leaders	23-25 January	18-20 March	16-18 July	08-10 October
2 Days	Effective Managerial Skills for Middle Management	16-17 March	03-04 July	07-08 October	10-11 December
2 Days	Strategic Leadership	14-15 February	28-29 May	23-24 July	16-17 October
2 Days	Strengthening Business Acumen and Collaboration	06-07 March	27-28 May	10-11 September	10-11 December
5 Days	The 5-Day Master Class: Excelling Your Leadership & Business Skills	12-16 February	03-07 June	19-23 August	11-15 November
2 Days	Building Agile, Solid & High Performing Team Working Remote	18-19 March	24-25 July	23-24 September	16-17 September
2 Days	Time Management	22-23 January	13-14 May	27-28 August	12-13 November
2 Days	Integrating Agile and Change Management	13-14 February	05-06 June	04-05 September	04-05 December
2 Days	Strategic Management in Disruptive Times	10-11 January	06-07 March	02-03 July	22-23 October

COMMUNICATION SKILLS

Duration	Program Title	Date			
2 Days	Professional Business Writing (in English / Bahasa Indonesia)	13-14 February	29-30 May	20-21 August	06-07 November
2 Days	Intergeneration Team Sinergy and Collaboration	26-27 March	11-12 June	18-19 September	04-05 December
2 Days	Interpersonal and Workplace Communication Skills	27-28 February	04-05 June	11-12 September	17-18 December
2 Days	Team Communication	17-18 January	15-16 May	07-08 August	20-21 November
2 Days	Effective Communication Skills in New Era	05-06 March	25-26 June	03-04 September	04-05 December
2 Days	Managing and Communicating with Inter-Generation Team	21-22 February	28-29 May	21-22 August	02-03 October
2 Days	Presentation Design & Delivery	10-11 January	06-07 March	09-10 July	19-20 November
2 Days	Assertive Communication, Excellent Work Behaviour and Proactivity	05-06 March	16-17 July	09-10 October	11-12 December
2 Days	Professional Presentations & Public Speaking	17-18 January	15-16 May	06-07 August	20-21 November
2 Days	Mastering Business Negotiation Skills	17-18 July	21-22 August	10-11 September	04-05 December
2 Days	Personal Effectiveness & Time Management	13-14 February	28-29 May	21-22 August	13-14 November

COMMUNICATION SKILLS

Duration	Program Title	Date			
2 Days	Managing Multiple Tasks, Priorities & Deadlines	30-31 January	29-30 May	27-28 August	12-13 November
2 Days	Report Writing and Communication Skills for Auditors	19-20 March	30-31 July	16-17 October	18-19 December
Req	English Conversation Skills	Schedule and Duration based on Request			
Req	Business English	Schedule and Duration based on Request			

INNOVATION & CREATIVITY

Duration	Program Title	Date			
2 Days	Problem Solving & Decision Making Skills	16-17 January	15-16 May	06-07 August	12-13 November
2 Days	Problem Solving with DMAIC	14-15 February	11-12 June	18-19 September	04-05 December
2 Days	Innovation & Productivity in the Workplace	27-28 February	04-05 June	11-12 September	17-18 December
2 Days	Work Monitoring, Controlling Target & Detecting Issue	17-18 January	15-16 May	07-08 August	20-21 November
2 Days	Creative and Innovative Thinking	05-06 March	25-26 June	03-04 September	04-05 December
2 Days	Design Thinking & Creativity for Business Innovation	21-22 February	28-29 May	21-22 August	02-03 October
2 Days	Lean Six Sigma	10-11 January	06-07 March	09-10 July	19-20 November
2 Days	Achieving Results: Smarter Goal Setting, Planning & Decision Making	05-06 March	16-17 July	09-10 October	11-12 December
2 Days	Innovation Through Design: Think, Make, Break, Repeat	17-18 January	15-16 May	06-07 August	20-21 November
2 Days	Business Model Innovation	17-18 July	21-22 August	10-11 September	04-05 December

ADMINISTRATION & SECRETARIAL

Duration	Program Title	Date			
3 Days	Advanced Office Management & Effective Administration Skills	09-11 January	28-30 May	20-22 August	19-21 November
2 Days	Simplification of Work Processes & Procedures	05-06 March	03-04 July	16-17 October	04-05 December
2 Days	Competence Development Masterclass for Secretaries and Administrators	14-15 February	05-06 June	07-08 September	18-19 December
2 Days	Business Etiquette and Table Manner	13-14 February	15-16 May	21-22 August	06-07 November
3 Days	Electronic Filing & Documentation Management	09-11 January	19-21 March	02-04 July	10-12 December
2 Days	Professional Skills for Administrators & Secretaries	20-21 February	12-13 June	04-05 September	18-19 December
2 Days	Project Management Fundamentals for Administrative Professionals	17-18 January	06-07 March	02-03 July	23-24 October
2 Days	The Senior Secretary Development Program	21-22 February	14-15 May	14-15 August	12-13 November
1 Day	Microsoft Excel Office 2016 (Basic)	24 January	14 May	15 August	08 October
1 Day	Microsoft Excel Office 2016 (Advanced)	05 March	04 June	24 September	07 November
1 Day	Microsoft Excel Office 2016 (Intermediate)	14 March	23 July	08 September	12 December

PROJECT MANAGEMENT

Duration	Program Title	Date			
3 Days	Agile with Scrum Project Management	08-10 January	14-16 May	06-08 August	05-07 November
3 Days	Project Management with Primavera	05-07 March	02-04 July	29-31 October	03-05 December
3 Days	Applied Project Management	13-15 February	11-13 June	03-05 September	10-12 December
2 Days	Business Process Improvement for Supervisors and Managers	24-25 January	15-16 May	07-08 August	26-28 November
3 Days	Six Sigma Fundamentals	19-21 March	23-25 July	15-17 October	17-19 December
3 Days	Offshore & Marine Projects and Risks Management	20-22 February	25-27 June	10-12 September	12-14 November
3 Days	Offshore Oil and Gas Development Projects, Concepts and Facilities	04-06 March	09-11 July	22-24 October	03-05 December
2 Days	Contract Drafting for Procurement, Tendering & Commissioning	14-15 February	04-05 June	04-05 September	17-18 December
2 Days	Mastering Contracts Management	13-14 March	05-06 June	24-25 September	19-20 November
2 Days	Contract Administration: Understanding and Implementing Contractual Obligations	10-11 January	05-06 March	02-04 July	02-03 October
2 Days	Process Mapping for Improvement	27-28 February	15-16 May	13-14 August	26-27 November

HUMAN RESOURCES MANAGEMENT

Duration	Program Title	Date			
3 Days	Strategic Human Resources & Talent Management	5-7 March	2-4 July	3-5 September	17-19 December
3 Days	Certification in HR Professional (BNSP)	23-25 January	11-13 June	1-3 October	1-3 December
3 Days	Certified Train the Trainer (TOT) (BNSP)	13-15 February	20-21 May	9-11 July	12-14 November
3 Days	BNSP Certified Human Resource Practitioner (CHRP)	22-24 January	13-15 May	19-21 August	4-6 November
3 Days	Competencies: Design, Development and Implementation	12-14 February	28-30 May	6-8 August	26-28 November
2 Days	HR for Non HR Executives /Non HR Managers	16-17 January	20-21 May	3-4 July	9-10 October
2 Days	Performance Management System	6-7 March	5-6 June	11-12 September	11-12 December
2 Days	Workforce Planning and Recruitment	20-21 February	28-29 May	21-22 August	5-6 November
3 Days	Recruitment, Behavioural Interviewing and Selection	23-25 January	4-6 March	23-25 July	9-10 October
2 Days	HR Management for Line Managers and Non-HR Professionals	12-13 February	20-21 May	20-21 August	5-6 November
2 Days	Mastering Training Needs Analysis & Training Evaluation	21-22 February	11-12 June	24-25 September	10-11 December

HUMAN RESOURCES MANAGEMENT



Duration	Program Title	Date			
3 Days	Train the Trainer : From Design to Delivery	05-07 March	04-05 June	17-19 September	19-21 November
4 Days	Train the Trainer : From Design to Delivery (BNSP)	22-25 January	10-13 June	28-31 October	03-06 December
2 Days	Position & Workload Analysis	17-18 January	14-15 May	09-10 July	15-16 October



PURCHASING, LOGISTICS & SUPPLY CHAIN MANAGEMENT

Duration	Program Title	Date			
3 Days	Mitigating Procurement Risk Using Financial Due Diligence	22-24 January	27-29 May	7-9 August	27-29 November
3 Days	Managing Tenders, Specifications & Contracts	18-20 March	10-12 July	23-25 October	
3 Days	Warehouse Operations and Inventory Control	24-26 January	13-15 May	1-3 August	6-8 November
3 Days	Management of Project Owners Estimate (OE/HPS)	12-14 february	29-31 May	21-23 August	4-6 November
3 Days	Negotiation Skills in Purchasing & Contract	11-13 January	15-17 May	7-9 August	20-22 November
2 Days	Logistic Management	5-6 February	5-6 June	25-26 September	11-12 December
2 Days	Sustainable Supply Chain Management	4-5 March	4-5 July	24-25 October	
2 Days	Demand Planning & Demand Management	22-23 February	13-14 June	5-6 September	5-6 December
2 Days	Managing Warehouse in the Future	27-28 March	15-16 July	17-18 October	19-20 December
2 Days	Purchasing Management: A - Z Best Practice	22-23 February	13-14 June	12-13 September	2-3 December

PRE-RETIREMENT PROGRAM (PURNA BHAKTI)

Duration	Program Title	Date			
4 Days	Pelatihan Masa Persiapan Pensiun (Retirement Readiness Training)	23-26 January	20-23 February	5-8 March	14-17 May
		25-28 June	16-19 July	27-30 August	10-13 September
		1-4 October	5-8 November	3-6 December	
Req	Outplacement Program	Schedule and Duration based on Request			
2 Days	Financial Planning in Retirement	15-16 February	6-7 June	5-6 September	21-22 November
3 Days	Entrepreneurship for Retirement Preparation	20-22 March	10-12 July	2-4 October	18-20 December

OIL & GAS TRAINING

Duration	Program Title	Date			
3 Days	Applied Reservoir Engineering	17-19 January	15-17 May	10-12 July	9-11 October
3 Days	Basic Petroleum Economic and Risk Analysis for Supporting Personels	14-16 February	13-15 May	7-9 August	4-6 November
4 Days	Fundamental of Oil & Gas Industry in Indonesia: Conceptual, Practice & Site Visits	19-22 March	23-26 July	8-11 October	3-6 December
2 Days	Pedoman Pelaksanaan Pengadaan Barang & Jasa K3S - PTK 007 Rev. 5/2023	25-26 January	30-31 May	15-16 August	7-8 November
4 Days	International Oil & Gas Business Management	9-12 January	5-8 March	2-5 July	15-18 October
3 Days	Introduction to Oil & Gas EPC and Project Management for Non Engineers	5-7 February	26-28 June	11-13 September	4-6 December
3 Days	Introduction to Upstream Business Process & Practice in Oil & Gas Operations	12-14 February	12-14 June	4-6 September	11-13 December
3 Days	Defensive Driving Certification	20-22 February	12-14 June	4-6 September	20-22 November
3 Days	Lifting Rigging Operator Certification	06-08 March	10-12 July	16-18 October	4-6 December

OIL & GAS TRAINING

Duration	Program Title	Date			
3 Days	Petroleum Project Economics & Risk Analysis	6-8 March	24-26 July	23-25 October	9-11 December
3 Days	PSC Accounting & Financial Aspect in Production Sharing Contract (PSC)	21-24 February	27-29 May	5-7 August	11-13 November
3 Days	WP&B, FQR, POD, PIS, AFE and AFE Closed Out	10-12 January	13-15 May	26-28 August	20-22 November
3 Days	PSC Cost Recovery and Gross Split	4-6 March	8-10 July	16-18 October	18-20 december
2 Days	Cost Control and Cost Reduction in the Upstream PSC Business Activities	27-28 February	25-26 July	1-2 August	3-4 October
3 Days	PSC Taxation Update	7-9 March	12-14 June	18-20 September	18-20 December
2 Days	Procurement Management in Oil & Gas Industry	1-2 February	16-17 May	15-16 August	6-8 November
5 Days	Crane Inspector Certification	19-23 February	13-17 May	2-6 September	2-6 December
3 Days	OPRC IMO Level 1	12-14 February	10-12 July	4-6 September	2-4 December
3 Days	OPRC IMO Level 2	6-8 March	12-14 June	25-27 September	9-11 December
3 Days	OPRC IMO Level 3	20-22 February	12-14 June	4-6 September	20-22 November

HEALTH, SAFETY & ENVIRONMENTAL IN OIL & GAS INDUSTRY

Duration	Program Title	Date			
3 Days	Health, Safety, Environment Management System: Risk Assessment Technique	10 - 12 January	6-8 May	7-9 August	13-15 November
3 Days	Safety & Risk Management in Oil & Gas Operation	21-23 February	5-7 June	4-6 September	2-4 December
3 Days	The AMDAL (Environmental Impact Assessment) for the Executives	10-12 January	28-30 May	5-7 August	2-4 October
3 Days	Energy Isolation	12-14 February	5-7 June	25-27 Sept	9-11 December
3 Days	Confined Space Entry	22-24 January	15-17 May	7-9 August	20-22 November
3 Days	H2S Safety Awareness	20-22 February	12-14 June	2-4 September	4-6 December
3 Days	Emergency Response	6-8 March	10-12 July	16-18 October	27-29 November
3 Days	Hazop & Simop	6-8 March	24-26 July	2-4 October	2-4 December
3 Days	OSHA LOG 300	8-10 January	15 - 17 May	14 - 16 August	7-9 October
3 Days	Distribute control system	12-14 February	26-28 June	18-20 September	13-15 November
3 Days	Hazardous Waste Management and Pollution: Contamination & Hazardous Waste - Management & Prevention	6-8 March	10-12 July	23-25 October	6-8 November

HEALTH, SAFETY & ENVIRONMENTAL IN OIL & GAS INDUSTRY

Duration	Program Title	Date			
3 Days	Authorized Gas Tester (AGT)	10 - 12 January	5-7 June	14-16 August	27-29 November
3 Days	Process Safety Management	08-10 January	14-16 May	6-8 August	5-7 November
3 Days	Work At Hight	5-7 March	10-12 July	25-27 September	9-11 December
3 Days	Rigging & Manual Lifting	13-15 February	11-13 June	3-5 September	10-12 December
2 Days	Fireman level 1	24-25 January	15-16 May	7-8 August	26-27 November
3 Days	Fireman level 2	21-23 February	15-17 May	2-4 October	9-11 December
2 Days	Incident Commander System (ICS)	4-5 March	9-10 July	22-23 October	3-4 December
3 Days	Incident Investigation	20-22 February	12-14 June	4-6 September	20-22 November
3 Days	BNSP Sertifikasi Ahli Higiene Industrial Muda (HIMU)	6-8 March	10-12 July	16-18 October	4-6 December
3 Days	Hazard Analysis and Critical Control Points (HACCP)	21-23 February	15-17 May	2-4 October	9-11 December

HEALTH, SAFETY & ENVIRONMENTAL IN OIL & GAS INDUSTRY

Duration	Program Title	Date			
2 Days	Mass Casualty Management System	4-5 March	10-11 July	22-23 October	3-4 December
3 Days	Scaffolding Inspector	8-10 January	14-16 May	6-8 August	5-7 November
5 Days	Gada Utama	12-16 February	3-7 June	19-23 August	11-15 November
3 Days	Handak (Pengelolaan Bahan Peledak)	13-15 February	11-13 July	3-5 September	10-12 December
3 Days	Penanggung Jawab Operator Pengolahan Air Limbah (POPAL)	21-23 February	15-17 May	2-4 October	9-11 November
3 Days	Penanggung Jawab Pengendalian Pencemaran Udara (PPPU)	20-22 February	12-14 June	4-6 September	20-22 November
3 Days	Operator Pengendalian pencemaran Udara (PPU)	20-22 February	12-14 June	4-6 September	20-22 November
3 Days	Penanggung Jawab Pengelolaan Limbah Non B3 (PPLNB3)	6-8 March	10-12 July	16-18 October	4-6 December
3 Days	Operator Pengelolaan Limbah Non B3 (OPLNB3)	21-23 February	15-17 May	2-4 October	9-11 December
3 Days	Penanggung Jawab Pengendalian Pencemaran Air (PPPA)	24-26 January	15-17 May	6-8 August	26-28 November

FINANCIAL MANAGEMENT

Duration	Program Title	Date				
2 Days	Budgeting and Business Planning	30-31 January	16-17 May	1-2 August	14-15 November	
2 Days	Cash Flow and Treasury Management	1-2 February	30-31 May	8-9 August	4-5 November	
3 Days	Treasury and Risk Management	10-12 Jan	6-8 Mar	24-26 Jul	3-4 Oct	11-13 Dec
2 Days	Accounting for Non-Accountants	7-8 March	24-25 June	5-6 September	7-8 November	
2 Days	Financial Forecasting and Modelling	25-26 Jan	21-22 March	6-7 June	5-6 September	
2 Days	Cost Reduction Management	15-16 February	13-14 June	24-25 October	5-6 December	
3 Days	Finance for Non Finance Professionals/Managers	5-7 February	29-31 May	8-10 July	2-4 October	

SALES & MARKETING

Duration	Program Title	Date			
2 Days	Negotiation and Influencing Skills in Sales	15-16 January	15-16 May	8-9 August	14-15 November
2 Days	Selling Technique Coaching and Methods in Boosting Sales Performance	1-2 February	6-7 June	5-6 September	6-7 November
2 Days	Corporate (B2B) Selling Skills	6-7 March	15-16 July	23-24 September	18-19 December
2 Days	Digital Marketing in the New Era	10-11 January	20-21 May	8-9 August	21-22 November
2 Days	Consultative Selling Skills	5-6 February	13-14 June	11-12 September	5-6 December
2 Days	Telemarketing Skills and Motivation	7-8 March	17-18 July	9-10 October	5-6 December
2 Days	Customer Service Professional	9-10 January	27-28 May	15-16 August	13-14 November
2 Days	Strategic Key Account Management	20-21 February	24-25 June	24-25 October	16-17 December
2 Days	Managing Sales Team	21-22 March	4-5 July	10-11 October	
2 Days	Presentation & Negotiation Skills for Sales People in Digital Era	1-2 February	6-7 June	11-12 September	13-14 November
2 Days	Service Excellence and Handling Complaint	9-10 January	2-3 May	7-8 August	16-17 November
2 Days	Managing Sales Performance	14-15 March	11-12 July	3-4 October	6-7 December
2 Days	Marketing Strategy for Sales Professionals	18-19 January	15-16 May	8-9 August	21-22 November

BANKING & INSURANCE

Duration	Program Title	Date			
2 Days	Treasury Management & Money Market	15-16 January	15-16 May	8-9 August	14-15 November
2 Days	Service Excellence	1-2 February	6-7 June	10-11 October	12-13 December
2 Days	Risk Management & Corporate Governance	4-5 March	11-12 July	25-26 September	5-6 December
2 Days	Foreign Exchange Market and Derivatives	10-11 January	15-16 May	8-9 August	21-22 November
2 Days	Fraud Investigation	14-15 February	6-7 June	19-20 Septmeber	19-20 December
2 Days	Credit Risk Analysis	14-15 March	25-26 July	3-4 October	14-15 November
Req	Risk Assessment & Stress Testing	Schedule and Duration based on Request			
2 Days	Managing the Collections and Credit Control Team	24-25 January	27-28 May	4-5 September	20-21 November
2 Days	Credit Analysis for Multifinance Business	12-13 June	16-17 October	12-13 December	
2 Days	Credit Analysis for Commercial Vehicle & Heavy Equipment Loans	16-17 January	27-28 May	5-6 September	

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