

**SCHEDULE TRAINING 2018
ARCHIPELAGO BANDUNG**

No	Topic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Okt	Nov	Des	Price
Banking Series														
1	Manajemen Risiko Operasional Bank		8-9		5-6		7-8		9-10		4-5		6-7	4.250.000
2	Penerapan Prinsip Know Your Customer & Anti Money Laundering		20-21		24-25	7-8	7-8		2-3		11-12		6-7	4.250.000
3	SOP for Banks		21-22		25-26		21-22		2-3		22-23		17-18	4.250.000
Corporate Communication Series														
4	How to Internalize Good Corporate Governance (GCG)	15-16	26-27		30-1			16-17		3-4	29-30			4.250.000
5	Strategic Media Planning	17-18		14-15		16-17		11-12		18-19		14-15		4.250.000
6	Optimalisasi Cyber Public Relations	18-19		15-16		17-18		12-13		6-7		15-16		4.250.000
7	Crisis Communication Management And Media Interview Simulation	24-25		12-13		17-18		9-10		5-6				4.250.000
8	Effective PR Advocacy	24-25		21-22			21-22		23-24		24-25		12-13	4.250.000
9	Best Practice : Corporate Event Management		1-2		5-6		7-8		9-10		4-5	29-30		4.250.000
10	CSR Strategi Menuju GCG		7-8		4-5		6-7		20-21		3-4		6-7	4.250.000
11	Teknik Dan Skill Mengelola Corporate Identity		8-9	12-13			12-13		9-10		11-12		17-18	4.250.000
12	CSR Communication Management											15-16		4.250.000
Finance Series														
13	Financial Statements Analysis for Valuation	16-17		13-14		15-16		26-27		12-13		13-14		4.250.000
14	Enterprise Risk Management Berbasis ISO 31000:2009	18-19		15-16		17-18		26-27	9-10	13-14	18-19	15-16	6-7	4.250.000
15	Letter of Credit and International Trade	23-24		20-21		17-18		19-20		18-19		21-22		4.250.000
16	Asset Management	25-26		14-15		16-17		18-19		13-14		7-8		4.250.000
17	Practical Debt Collection		6-7		9-10		11-12		6-7		8-9		11-12	4.250.000
18	Regulasi dan Aplikasi Withholding Tax Indonesia		6-7		5-6		5-6		13-14		2-3		4-5	4.250.000
19	Finance For Non Finance		6-7		10-11		6-7			4-5		6-7		4.250.000
20	Risk Based Internal Audit		21-23		18-20		25-27		1-3		15-17		12-14	5.750.000
21	Developing Accounts Receivable Management Model		22-23		5-6		21-22		9-10		18-19		6-7	4.250.000
22	Basic Accounting			8-9		17-18		26-27		6-7		8-9		4.250.000
23	Analisa Kredit & Manajemen Risiko Kredit					14-15								4.250.000
HR Series														
24	Constructing Business Plan and Feasibility Study	2-3	27-28		2-3		4-5	30-31	30-31		15-16	27-28		4.250.000
25	Comprehensive Compensation & Benefit Course	4-5	1-2		5-6		6-7		2-3	27-28		1-2		4.250.000
26	Sistem Pengelolaan & Analisa Data Ke-HRD-an	4-5		1-2		17-18		11-12	30-31			1-2		4.250.000
27	Creating Training Needs Analysis	8-9	26-27		30-1			12-13		3-4		8-9		4.250.000
28	Kupas Tuntas Penyusunan SOP dan KPI	8-9			16-17	31-1			2-3			1-2		4.250.000
29	Improving Individual Performance using 360 degree Feedback and Individual KPI	9-10			4-5				9-10					4.250.000
30	General Affairs Management Development Program	11-12		8-9		21-22		12-13		6-7		8-9		2.750.000
31	HR Management Development Program	11-12		8-9		3-4		12-13		6-7		8-9		4.250.000
32	Formalities for Expatriat	15-16		12-13		14-15		23-24		12-13		12-13		4.250.000
33	Optimizing Companys KPIs with Balance Scorecard	25-26		21-22		24-25		26-27		6-7	30-31			4.250.000
34	Business Plan and Road Map	31-1			20-21		12-13		13-14		15-16		19-20	4.250.000
35	Human Resource Audit	31-1				3-4		19-20		13-14		8-9		4.250.000
36	Pensiun Tetap Bahagia		6-7		9-10			9-10		17-18		12-13		4.250.000
37	Effective Strategic Planning with Business Model Generation		6-7				4-5		6-7		1-2	21-22		4.250.000
38	Personnel Administration Development Program		6-7		4-5		6-7		8-9		3-4		5-6	4.250.000
39	Human Capital Development Analysis		8-9				7-8		9-10		15-16		6-7	4.250.000
40	Workload analysis		8-9		5-6		12-13		7-8		24-25		4-5	4.250.000
41	Organizational Culture Profile		12-13		16-17		21-22		9-10		18-19		13-14	4.250.000
42	Perjanjian Kerja Waktu Tertentu & Outsourcing		12-13		16-17		21-22		20-21		15-16		11-12	4.250.000
43	Peraturan Undang-Undang Ketenagakerjaan		12-13			3-4		12-13		6-7		8-9		4.250.000
44	Recruitment Management		12-13		2-3		21-22		23-24		1-2		3-4	4.250.000
45	Certified Behaviour Analyst		19-20		25-26		21-22		23-24		26-27		3-4	4.250.000
46	Smart Interview		19-20		16-17		25-26		20-21		22-23		17-18	4.250.000
47	Transforming HR Mindset		22-23		3-4		5-6		31-1		2-3		4-5	4.250.000
48	Comprehensive HRIS (Human Resources Information System)			14-15		7-8		10-11		3-4		5-6		4.250.000
49	Man Power Analysis & Workload Analysis			19-20		21-22		26-27		25-26		22-23		4.250.000

50	Certified Professional Human Resources Management (CPHRM)				19-20								4.250.000	
IT Series														
51	Disaster Recovery Planning & Business Continuity Planning	2-3			2-3		4-5	30-31		3-4	1-2	3-4	4.250.000	
52	IT Risk Management	8-9		5-6		30-31				7-8		14-15	4.250.000	
53	Pemrograman Web dengan PHP dan MySQL	11-12		1-2		3-4			1-2		3-5	29-30	4.250.000	
54	Information Technology Project Management	15-16			16-17			5-6		17-18		12-13	4.250.000	
55	Cara Mudah Membuat dan Mengelola Situs Web Dengan CMS JOOMLA	18-19		8-9		17-18		12-13		7-8		8-9	4.250.000	
56	IT Governance	25-26		19-20		21-22		16-17			22-23		4.250.000	
57	COBIT		7-8			16-17			9-10			12-13	4.250.000	
58	Step by Step Menjadi Programmer Handal Dengan Tools .Net Developer		8-9		5-6		21-22		9-10		18-19	6-7	4.250.000	
59	Audit Teknologi Informasi		12-13		16-17		21-22		20-21		15-16	17-18	4.250.000	
60	Membuat dan Mengelola Situs Web Perusahaan		22-23		19-20		7-8		23-24			13-14	4.250.000	
Legal Series														
61	Arbitration & Mediation : Alternative Dispute Resolution In Business	4-5		1-2		3-4	28-29			6-7		1-2	4.250.000	
62	Drafting & Reviewing : International Joint Venture Agreement	8-9	21-22	21-22	19-20	17-18	11-12	19-20	6-7	6-7	1-2	27-28	3-4	4.250.000
63	Business Contract : Drafting and Reviewing	23-24		20-21	30-1		27-28		29-30			7-8		4.250.000
64	Executive Corporate Law for Non Lawyer	23-24		19-20		21-22		26-27		13-14		2-3		4.250.000
65	Hak Kekayaan Intelektual : Aspek Hukum, Proteksi, Prosedur & Komersialisasi		6-7		9-10		12-13		9-10		4-5		6-7	4.250.000
66	Perancangan Peraturan Perundang-undangan (Legislative Drafting)		22-23		19-20		21-22		23-24		22-23		13-14	4.250.000
Managerial Skills Series														
67	Practical Service Excellence	2-3			2-3		4-5	30-31		3-4	1-2	3-4	4.250.000	
68	Applied Communication Training	8-9											4.250.000	
69	Comprehensive Leadership Program	8-9		5-6		7-8		12-13		12-13		5-6	4.250.000	
70	Excellent Automation Process with Visual Basic Application for Excel 2007	8-9		5-6		2-3		23-24		17-18		21-22	4.250.000	
71	Electronic Filing Implementation With RMS & EFS Method Based on Document Regulation	11-12	8-9	8-9	5-6	17-18	7-8	11-12		13-14	4-5	8-9	6-7	4.250.000
72	Service Excellence Skills	11-12		8-9		17-18		19-20		12-13		12-13	4.250.000	
73	Practical Assertive Communication	11-12		14-15		17-18		16-17		6-7	6-7	8-9	4.250.000	
74	Creative Problem Solving	15-16		5-6		7-8			6-7		8-9		11-12	4.250.000
75	Infographic for Creative Presentation	18-19	14-15	15-16		21-22		26-27		18-19		21-22	4.250.000	
76	Professional Administration Skills	18-19		19-20		21-22		11-12		27-28		21-22	4.250.000	
77	Becoming a Strategic Thinking Leader	22-23		12-13		14-15		23-24		6-7		1-2	4.250.000	
78	Becoming Professional	22-23		19-20		21-22		23-24		24-25		21-22	4.250.000	
79	Coaching and Counseling Skills	22-23		19-20		14-15		23-24		13-14		14-15	4.250.000	
80	Improving Quality of Customer Interaction & Handling Customer Complaint	23-24		19-20		21-22		23-24		24-25		21-22	4.250.000	
81	Motivating & Empowering	25-26		21-22		25-26		19-20		26-27		22-23	4.250.000	
82	Effective Sales Supervisor	25-26		21-22		22-23		17-18		25-26		26-27	4.250.000	
83	Powerful Database Analysis & Dashboard Reporting With Excel 2010	25-26		21-22			11-12		6-7		18-19		11-12	4.250.000
84	Analytical Creative Thinking	29-30											4.250.000	
85	Creative Problem Solving And Decision Making	29-30			16-17		21-22		20-21		22-23		17-18	4.250.000
86	Comprehensive People Management Training	29-30		15-16			11-12		9-10		11-12		5-6	4.250.000
87	Manajemen Perkantoran Modern	29-30			2-3		4-5		2-3		4-5	29-30	4.250.000	
88	Creative & Innovative Thinking	31-1			4-5	31-1			8-9		3-4		12-13	4.250.000
89	Comprehensive Supervisory Skills training		1-2		5-6	31-1		19-20	2-3	27-28		29-30	4.250.000	
90	Assertive Communication Skills		1-2		5-6	30-31		30-31			1-2		3-4	4.250.000
91	Effective Time Management & Delegation		6-7					16-17					17-18	4.250.000
92	Emotional Intelligensi		6-7		9-10		11-12		9-10		11-12		6-7	4.250.000
93	Innovative Thinking dan DMAIC Problem Solving		7-8			2-3		30-31			1-2		3-4	4.250.000
94	Project & Team Leadership		8-9		16-17	30-31			20-21		2-3	29-30	4.250.000	
95	Comprehensive Managerial Skills & Leadership Training		12-13		19-20		4-5		9-10		25-26		11-12	4.250.000
96	Self Empowerment Training		13-14		17-18		12-13		13-14		16-17		11-12	4.250.000
97	Effective Presentation Skills		14-15		16-17		25-26		23-24				5-6	4.250.000
98	Modern Office Administration For Executive Secretary and Executive Administration		19-20		18-19		21-22		9-10		18-19		4.250.000	
99	Win-Win Negotiation Skills		19-20		16-17		21-22		13-14		15-16		17-18	4.250.000
100	Report Writing		20-21		5-6		21-22		27-28		17-18		11-12	2.750.000
101	Powerful Data Analysis & Reporting With Ms. Excel 2007		21-22		16-17		21-22		23-24			22-23	4.250.000	
102	Teknik Penulisan Naskah Public Relations		22-23		19-20		21-22		23-24		18-19		13-14	4.250.000
103	Mastering Microsoft Excel 2007 Beyond For Office Automation		22-23		19-20		12-13		9-10		11-12		13-14	4.250.000

Operation Series														
104	Pemahaman Penerapan Integrasi RSPO dan ISPO	2-3			5-6	30-31		9-10	2-3	3-4	4-5	29-30		4.250.000
105	Ekspor Impor dan Kepabeanaan	2-3		5-6	3-4	25-26	27-28				29-30	6-7		4.250.000
106	Basic Hydraulic System for Heavy Equipment	4-5		1-2	5-6	3-4		9-10	2-3			1-2		4.250.000
107	Ergonomics for Excellent HSE Management	5-6		2-3		16-17		26-27		6-7		22-23		4.250.000
108	Increasing Manufacturing Profit by Lego Assembly Line Simulation Training	8-9			11-12	3-4	22-23		23-24		22-23		17-18	4.250.000
109	Contractor Safety Management System (CSMS)	9-10		5-6		16-17		13-14	8-9		17-18		5-6	4.250.000
110	Accurate Inventory Planning & Stock Control	15-16		12-13		14-15		16-17		13-14		15-16		4.250.000
111	Strategic Sourcing & Vendor Selection Methods	22-23		9-10		21-22		16-17		24-25		21-22		4.250.000
112	5S & 7 Waste Management	25-26			16-17		11-12		9-10		11-12		11-12	4.250.000
113	Audit Internal RSPO dan ISPO	25-26		21-22		21-22		25-26		18-19		22-23		4.250.000
114	Procurement Negotiation & Contracting Strategy	29-30			9-10		4-5	30-31			1-2		3-4	4.250.000
115	Internal Quality audit Based on ISO 9001:2008		1-2		19-20	31-1			9-10		25-26			4.250.000
116	Advanced Writing Policy and Procedure (SOP)		8-9		5-6		12-13		9-10		11-12		6-7	4.250.000
117	Basic HSE		9-10		16-17			11-12	30-31			1-2		4.250.000
118	Security Risk Management		13-14		17-18		12-13		9-10				5-6	4.250.000
119	Kaizen in The Office		19-20		16-17		21-22		23-24		18-19	28-29		4.250.000
120	Strategic Procurement Management		19-20		16-17		25-26		23-24		22-23	29-30		4.250.000
121	Maintenance Manajemen Sebuah Manajemen Praktis Perawatan Mesin		20-21		25-26		12-13		23-24		17-18		14-15	4.250.000
122	Permit to Work System (PTWS)		21-22		11-12		21-22		20-21		24-25		17-18	4.250.000
123	Metode Penyusunan Spesifikasi & Harga Perkiraan Sendiri (HPS)				16-17									4.250.000
124	Risk Management						26-27							4.250.000
Sales & Marketing Series														
125	Desain Media Publikasi Perusahaan	9-10		5-6		8-9		9-10		4-5		6-7		4.250.000
126	Applied CRM using CRM Strategy Map	17-18		21-22		18-19		12-13		5-6		26-27		4.250.000
127	Telemarketing Skills Training	18-19		15-16		21-22				13-14		15-16		4.250.000
128	Effective Marketing Management	18-19		19-20		3-4		25-26	29-30			1-2		4.250.000
129	Integrated Marketing Communication	18-19		5-6		3-4		11-12		27-28		5-6		4.250.000
130	Cara Cerdas Merancang Program Periklanan	22-23		19-20		14-15		23-24		17-18		21-22		4.250.000
131	Effective Customer Retention Marketing	25-26		21-22		24-25		26-27		13-14		22-23		4.250.000
132	Merchandising Principles		1-2	1-2	5-6	2-3			2-3	27-28		1-2		4.250.000
133	Effective Telemarketing		14-15		16-17		21-22		13-14		15-16		18-19	4.250.000
134	Strategic Issues in Experiential Marketing		19-20		16-17		21-22		20-21		15-16		11-12	2.750.000
135	Kupas tuntas Customer Satisfaction dan Loyalty		22-23			7-8		13-14		27-28	29-30		11-12	4.250.000
136	New Product Development (NPD)		23-24			18-19		16-17		6-7			3-4	4.250.000
Training Series														
137	Comprehensive Training Management System for Training Officer	9-10		5-6		8-9		12-13		12-13		6-7		4.250.000
138	Training For Trainers	15-16		12-13		7-8		16-17		6-7		7-8		4.250.000
139	How To Plan & Organize Training	23-24		20-21		22-23			20-21		25-26		18-19	4.250.000
140	e-Training Facilitator	31-1		28-29		30-31			1-2	27-28			5-6	4.250.000
141	Train The Trainers Program		5-6		25-26		21-22		20-21		25-26		19-20	4.250.000
142	Conducting Corporate Training Curriculum		8-9		5-6	21-22	7-8		9-10		4-5		6-7	4.250.000
143	How to Identify Training Need (TNA)		13-14		17-18		21-22		13-14	18-19		13-14		4.250.000
144	How to Plan & Design Training Materials		19-20		19-20		12-13		9-10		11-12		13-14	4.250.000

Note : Harga dan Tanggal Sewaktu-waktu dapat berubah.

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