

**SCHEDULE TRAINING 2018  
ARCHIPELAGO YOGYA**

No	Topic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Okt	Nov	Des	Price
<b>Banking Series</b>														
1	Manajemen Risiko Operasional Bank	18-19		15-16		17-18		26-27		13-14		15-16		6.000.000
2	Penerapan Prinsip Know Your Customer & Anti Money Laundering	23-24		20-21		7-8		19-20		18-19		26-27		6.000.000
3	SOP for Banks		8-9	14-15	11-12		11-12		6-7		11-12		6-7	6.000.000
<b>Corporate Communication Series</b>														
4	CSR Strategi Menuju GCG	24-25		12-13		17-18		9-10		5-6				6.000.000
5	Strategic Media Planning	24-25		21-22			25-26		30-31		24-25		12-13	6.000.000
6	How to Internalize Good Corporate Governance (GCG)	25-26		21-22		24-25		26-27		13-14	30-31			6.000.000
7	Effective PR Advocacy		13-14		17-18		11-12		23-24				5-6	6.000.000
8	Crisis Communication Management And Media Interview Simulation		19-20		18-19		25-26		23-24		18-19			6.000.000
<b>Finance Series</b>														
9	Practical Debt Collection	2-3			2-3		4-5	30-31	30-31	3-4	1-2		3-4	6.000.000
10	Basic Accounting	2-3		5-6	3-4	25-26	11-12		28-29			6-7		6.000.000
11	Finance For Non Finance	2-3	21-22		3-4	2-3					2-3			6.000.000
12	Developing Accounts Receivable Management Model	16-17						26-27				13-14		6.000.000
13	Financial Statements Analysis for Valuation		6-7		10-11		6-7		2-3	4-5		6-7		6.000.000
14	Enterprise Risk Management Berbasis ISO 31000:2009		8-9		5-6		7-8		9-10		4-5		6-7	6.000.000
15	Letter of Credit and International Trade		20-21		24-25	2-3	7-8		2-3		4-5		6-7	6.000.000
16	Risk Based Internal Audit		21-23		18-20		25-27		1-3		15-17		12-14	6.000.000
17	Regulasi dan Aplikasi Withholding Tax Indonesia			8-9		17-18		26-27		6-7	4-5	8-9		6.000.000
<b>HR Series</b>														
18	Perjanjian Kerja Waktu Tertentu & Outsourcing	2-3	21-22		2-3		4-5	30-31	30-31		1-2	27-28		6.000.000
19	General Affairs Management Development Program	4-5	1-2		5-6		6-7					5-6		6.000.000
20	Certified Behaviour Analyst	4-5		1-2		17-18		11-12	30-31			1-2		6.000.000
21	Optimizing Companys KPIs with Balance Scorecard	5-6		2-3		16-17		26-27		6-7		22-23		6.000.000
22	Improving Individual Performance using 360 degree Feedback and Individual KPI	8-9			24-25	31-1			2-3			1-2		6.000.000
23	Pensiun Tetap Bahagia	9-10			4-5				9-10					6.000.000
24	Personnel Administration Development Program	11-12		8-9		21-22		12-13		6-7		8-9		6.000.000
25	Workload analysis	11-12		8-9		17-18		12-13		6-7	24-25	12-13		6.000.000
26	Smart Interview	15-16		12-13		14-15		23-24		12-13		12-13		6.000.000
27	Comprehensive Compensation & Benefit Course	18-19		15-16		24-25		26-27		13-14		15-16		6.000.000
28	Transforming HR Mindset		1-2	1-2	5-6	2-3			2-3	27-28		1-2		6.000.000
29	Creating Training Needs Analysis		5-6		25-26		21-22		20-21		25-26		19-20	6.000.000
30	Business Plan and Road Map		6-7		9-10		4-5		6-7		1-2		3-4	6.000.000
31	Organizational Culture Profile		6-7		9-10		11-12		9-10		11-12		6-7	6.000.000
32	Strategic Planning		7-8			2-3		30-31			1-2		3-4	6.000.000
33	HR Management Development Program		8-9		11-12		12-13	10-11	7-8	12-13	8-9	13-14	4-5	6.000.000
34	Formalities for Expatriat		12-13		16-17		21-22		20-21		15-16		11-12	6.000.000
35	Sistem Pengelolaan & Analisa Data Ke-HRD-an		12-13		2-3		21-22		23-24		1-2		3-4	6.000.000
36	Be an HR Business Partner		14-15											6.000.000
37	Comprehensive HRIS (Human Resources Information System)		19-20		24-25		11-12		20-21		22-23		17-18	6.000.000
38	Constructing Business Plan and Feasibility Study			14-15		7-8		10-11		3-4		5-6		6.000.000
39	Recruitment Management			19-20		21-22	12-13	26-27		25-26		22-23		6.000.000
40	Pelatihan Pra Purnabhakti				19-20									6.000.000
41	Kupas Tuntas Penyusunan SOP dan KPI					7-8		13-14		19-20	29-30		11-12	6.000.000
42	Compliance Management												13-14	6.000.000
<b>IT Series</b>														
43	Information Technology Project Management	2-3			2-3		4-5	30-31		3-4	1-2		3-4	6.000.000
44	Disaster Recovery Planning & Business Continuity Planning	8-9		5-6		30-31				7-8			14-15	6.000.000
45	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		6.000.000
46	Audit Teknologi Informasi	15-16			16-17					17-18		12-13		6.000.000
47	Membuat dan Mengelola Situs Web Perusahaan	18-19		8-9		17-18		12-13		7-8		8-9		6.000.000
48	COBIT	25-26		19-20		21-22		16-17			22-23			6.000.000

49	IT Risk Management		7-8			16-17			23-24			12-13	6,000.000	
50	IT Governance		12-13		24-25		21-22		20-21		15-16	17-18	6,000.000	
51	Pemrograman Web dengan PHP dan MySQL		22-23		19-20				23-24			13-14	6,000.000	
<b>Legal Series</b>														
52	Business Contract : Drafting and Reviewing		9-10		5-6		8-9		9-10		4-5	6-7	6,000.000	
53	Perancangan Peraturan Perundang-undangan (Legislative Drafting)		15-16		12-13		14-15		16-17		13-14	15-16	6,000.000	
54	Executive Corporate Law for Non Lawyer		6-7		9-10		12-13		9-10		4-5	6-7	6,000.000	
55	Arbitration & Mediation : Alternative Dispute Resolution In Business		21-22		19-20		11-12		6-7		1-2	27-28	6,000.000	
56	Arbitrase & Alternatif Penyelesaian Sengketa Lainnya				19-20						18-19		6,000.000	
<b>Managerial Skills Series</b>														
57	Applied Communication Training		4-5		1-2	5-6	17-18		9-10	2-3		1-2	6,000.000	
58	Practical Assertive Communication		8-9		12-13		7-8		16-17		17-18	5-6	6,000.000	
59	Win-Win Negotiation Skills		8-9	21-22		26-27			12-13		3-4	8-9	6,000.000	
60	Comprehensive Managerial Skills & Leadership Training		8-9		5-6		7-8		12-13		12-13	5-6	6,000.000	
61	Mastering Microsoft Excel 2007 Beyond For Office Automation		8-9		5-6		2-3		23-24		17-18	21-22	6,000.000	
62	Powerful Data Analysis & Reporting With Ms. Excel 2007		11-12	8-9	8-9						13-14		6,000.000	
63	Infographic for Creative Presentation		11-12		8-9		17-18		19-20		12-13	12-13	6,000.000	
64	Creative & Innovative Thinking		15-16		5-6		7-8			6-7	8-9	11-12	6,000.000	
65	Self Empowerment Training		15-16	21-22		26-27			16-17		3-4	29-30	6,000.000	
66	Coaching and Counseling Skills		15-16		12-13		7-8		16-17		6-7	7-8	6,000.000	
67	Modern Office Administration For Executive Secretary and Executive Administration		18-19		5-6		17-18		11-12		19-20	5-6	6,000.000	
68	Creative Problem Solving And Decision Making		18-19		26-27		21-22		11-12		20-21	21-22	6,000.000	
69	Comprehensive Supervisory Skills training		22-23		19-20		21-22		23-24		24-25	21-22	6,000.000	
70	Innovative Thinking dan DMAIC Problem Solving		22-23		12-13		14-15		23-24				6,000.000	
71	Practical Service Excellence		23-24		14-15		21-22		23-24		24-25	21-22	6,000.000	
72	Excellent Automation Process with Visual Basic Application for Excel 2007		25-26		21-22			11-12		6-7	18-19	11-12	6,000.000	
73	Effective Time Management & Delegation		29-30					11-12				5-6	6,000.000	
74	Emotional Intelligensi		29-30			16-17		21-22		20-21	22-23	17-18	6,000.000	
75	Comprehensive Leadership Program			1-2			31-1			2-3	27-28		6,000.000	
76	Effective Sales Supervisor			1-2		5-6	30-31		30-31		1-2	3-4	6,000.000	
77	Becoming a Strategic Thinking Leader		6-7		9-10				9-10		17-18	12-13	6,000.000	
78	Comprehensive People Management Training		8-9		16-17	30-31			20-21		2-3	29-30	6,000.000	
79	Improving Quality of Customer Interaction & Handling Customer Complaint		8-9		11-12	23-24	7-8		9-10		4-5	6-7	6,000.000	
80	Manajemen Perkantoran Modern		12-13		16-17		21-22		23-24		18-19	13-14	6,000.000	
81	Project & Team Leadership		12-13		19-20		4-5		23-24		25-26	11-12	6,000.000	
82	Report Writing		14-15		19-20		12-13		23-24		11-12	13-14	6,000.000	
83	Effective Presentation Skills		19-20		16-17		21-22		13-14		15-16	17-18	6,000.000	
84	Powerful Database Analysis & Dashboard Reporting With Excel 2010		21-22		16-17		12-13		23-24	13-14		22-23	6,000.000	
85	Electronic Filing Implementation With RMS & EFS Method Based on Document Regulation		22-23								11-12	13-14	6,000.000	
<b>Operation Series</b>														
86	Audit Internal RSPO dan ISPO		2-3			5-6	30-31		9-10	2-3	3-4	4-5	29-30	6,000.000
87	Maintenance Manajemen		8-9			11-12	17-18	22-23		23-24		22-23	17-18	6,000.000
88	Permit to Work System (PTWS)		9-10		5-6		16-17		13-14	8-9		17-18	5-6	6,000.000
89	Basic Hydraulic System for Heavy Equipment		11-12		14-15		17-18		16-17		6-7	8-9	7,500.000	
90	Security Risk Management		17-18		14-15		16-17		11-12		18-19	14-15	6,000.000	
91	Procurement Negotiation & Contracting Strategy		22-23		9-10		21-22		16-17		24-25	21-22	6,000.000	
92	Increasing Manufacturing Profit by Lego Assembly Line Simulation Training		25-26			16-17		11-12		23-24		11-12	6,000.000	
93	Pemahaman Penerapan Integrasi RSPO dan ISPO		25-26		21-22		24-25		25-26		18-19	22-23	6,000.000	
94	Strategic Procurement Management		29-30			9-10		4-5	30-31			1-2	3-4	6,000.000
95	Ekspor Impor dan Kepabeanan			6-7		5-6		5-6		13-14		2-3	4-5	6,000.000
96	Contractor Safety Management System (CSMS)			9-10		16-17			11-12	30-31		1-2	6,000.000	
97	Ergonomics for Excellent HSE Management		13-14		17-18			12-13		13-14		16-17	11-12	6,000.000
98	Strategic Sourcing & Vendor Selection Methods		19-20		24-25		11-12		23-24		22-23	29-30	6,000.000	
99	5S & 7 Waste Management		19-20		24-25		12-13		23-24		18-19	28-29	6,000.000	
100	Kaizen in The Office		20-21		25-26		12-13		20-21		17-18	17-18	6,000.000	
101	Advanced Writing Policy and Procedure (SOP)		21-22		25-26		21-22		2-3		22-23	17-18	6,000.000	
102	Basic HSE		21-22		11-12		21-22		20-21		24-25	17-18	6,000.000	

103	Accurate Inventory Planning & Stock Control		22-23		19-20		12-13		23-24		22-23		13-14	6.000.000
<b>Sales &amp; Marketing Series</b>														
104	New Product Development (NPD)	17-18		21-22		18-19		12-13		5-6		26-27		6.000.000
105	Effective Telemarketing	18-19		26-27		17-18		25-26		29-30		1-2		6.000.000
106	Desain Media Publikasi Perusahaan	23-24		20-21	26-27		11-12		29-30			7-8		6.000.000
107	Strategic Issues in Experiential Marketing	25-26		14-15		16-17		18-19		13-14		7-8		6.000.000
108	Applied CRM using CRM Strategy Map	31-1			20-21		12-13		13-14		15-16		19-20	6.000.000
109	Effective Marketing Management		6-7		9-10		11-12		6-7		8-9		11-12	6.000.000
110	Telemarketing Skills Training		6-7		4-5		6-7		8-9		3-4		5-6	6.000.000
111	Integrated Marketing Communication		7-8		4-5		6-7		20-21		3-4		6-7	6.000.000
112	Cara Cerdas Merancang Program Periklanan		19-20		24-25		21-22		20-21		15-16		11-12	6.000.000
113	Applied Marketing Research Using Ms. Excel		22-23		5-6		21-22		9-10		18-19		6-7	6.000.000
114	Kupas tuntas Customer Satisfaction dan Loyalty		23-24			18-19		16-17		6-7			3-4	6.000.000
<b>Training Series</b>														
115	Training For Trainers	29-30			2-3		4-5		2-3		4-5		29-30	6.000.000
116	Train The Trainers Program	31-1			4-5	31-1			8-9		3-4		12-13	6.000.000
117	Conducting Corporate Training Curriculum	31-1		28-29		30-31			1-2	27-28			5-6	6.000.000
118	How To Plan & Organize Training		13-14		17-18		21-22		13-14	18-19		13-14		6.000.000
119	e-Training Facilitator		14-15		16-17		21-22		13-14		15-16		18-19	6.000.000
120	Comprehensive Training Management System for Training Officer		22-23		3-4		5-6	31-1			2-3		4-5	6.000.000

**Note : Harga dan Tanggal Sewaktu-waktu dapat berubah.**

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