

KODE	PROGRAM PELATIHAN PILIHAN	Hari	TANGGAL												INVESTASI (Rp)		Lokasi	
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	EARLY BIRD	NORMAL		
1	TAX , ACCOUNTING & FINANCE																	
TAF.01	Praktek Perhitungan Dengan Excel dan Pengisian e-SPT PPh 21 Terbaru	1		7				2		16			3		17	2.000.000	2.500.000	Jakarta
TAF.02	Transfer Pricing dan Step by Step Tatacara Dokumentasi Transfer Pricing Berdasarkan PMK 213/PMK.03/2016	2	15-16		28-29			6-7		17-18		18-19		13-14		3.500.000	4.000.000	Jakarta
TAF.03	Dasar-Dasar Akuntansi dan Perpajakan Serta Pengantar Dokumentasi Transfer Pricing yang Benar dan Efektif Sesuai Peraturan Terbaru	2		20-21		22-23			17-18		19-20				18-19	3.500.000	4.000.000	Jakarta
TAF.04	Tatacara Perhitungan dan Pengisian SPT PPh Badan serta Persiapan Menghadapi Pemeriksaan Pajak	2			26-27							25-26				2.000.000	2.500.000	Jakarta
TAF.05	Tax Planning 2019 Serta Update Pemeriksaan Pajak Terkini	1	22		5			16		11			10			2.000.000	2.500.000	Jakarta
TAF.06	Audit Menggunakan Excel	2	22-23		25-26					17-18			2-3			3.500.000	4.000.000	Jakarta
TAF.07	Membaca dan Memahami Laporan Keuangan Dengan Pendekatan Auditing dan Coaching	2		6-7				29-30					23-24			3.500.000	4.000.000	Jakarta
TAF.08	Akuntansi Dasar Lanjutan	2	28-29		27-28						21-22			18-19		3.500.000	4.000.000	Jakarta
TAF.09	Financial Training (Accounting, Tax & Audit)			23		27			27		28		23			2.000.000	2.500.000	Jakarta
2	EKSPOR IMPOR		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
EI.01	Integrated Management Export Import	2	23-24				13-14		18-19			23-24				3.500.000	4.000.000	Jakarta
EI.02	Ekspor Impor L/C, UCP 600, ISBP dan Exim Trade Finance	2			4-5			27-28			10-11			19-20		3.500.000	4.000.000	Jakarta
EI.03	Ekspor Impor Master List Customs Facility Exim Kepabeanan	2		19-20			20-21			20-21			26-27			3.500.000	4.000.000	Jakarta
EI.04	Managemen Export Import, Customs Shipping, and Incoterm 2010	2				10-11			29-30			28-29				3.500.000	4.000.000	Jakarta
EI.05	Perpajakan Kawasan Berikat-KITE dan Pusat Logistik Berikat	2			25-26			24-25			23-24					3.500.000	4.000.000	Jakarta
EI.06	Ekspor Impor dan Letter of Credit	2		27-28		24-25				21-22			26-27			3.500.000	4.000.000	Jakarta
3	HR & GA		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				

HRG.01	Administrasi Perkantoran	1	15			11			18				3	2.000.000	2.500.000	Jakarta
HRG.02	Workload Analysis Skills (Analisa Beban Kerja)	1		14			9			15			21	2.000.000	2.500.000	Jakarta
HRG.03	Training for The Trainer	2			13-14			26-27			19-20		4-5	3.500.000	4.000.000	Jakarta
HRG.04	Training Needs Analysis (TNA)	1	24			21			9			9		2.000.000	2.500.000	Jakarta
HRG.05	Electronic Filing Management System ISO 15489	2		18-19			22-23			21-22			6-7	3.500.000	4.000.000	Jakarta
HRG.06	Perjanjian Kerja Waktu Tertentu (Pkwt) Dan Outsourcing	2						25-26			10-11		5-6	3.500.000	4.000.000	Jakarta
HRG.07	Handling Difficult People and Complaints	2			20-21		15-16					21-22		3.500.000	4.000.000	Jakarta
HRG.08	Corporate Event Management	2			11-12					1-2			2-3	3.500.000	4.000.000	Jakarta
HRG.09	Remuneration Management : Merancang Struktur dan Skala Upah tahun 2019 seusuai Permen 1/2017	2	21-22				8-9				4-5		27-28	3.500.000	4.000.000	Jakarta
HRG.10	Manajemen Rekrutmen yang Efektif	2				15-16				20-21		30-31		3.500.000	4.000.000	Jakarta
HRG.11	Strategi Manajemen Pengadaan Barang dan Jasa	2		20-21				27-28			4-5		9-10	3.500.000	4.000.000	Jakarta
HRG.12	Konsep dan Aplikasi Balanced Scorecard (BSC)	2					15-16			5-6			13-14	4.000.000	4.500.000	Jakarta
HRG.13	Job Analysis and Job Evaluation	1	22			4			3			10		2.000.000	2.500.000	Jakarta
HRG.14	Pajak Untuk Bagian HRD	1			6			20			2		16	2.000.000	2.500.000	Jakarta
HRG.15	Teknik Menyusun SOP Menggunakan KPI	2	28-29				8-9			7-8			26-27	4.000.000	4.500.000	Jakarta
HRG.16	Strategic Purchasing dan Procurement Management	2		27-28		10-11			8-9			28-29		3.500.000	4.000.000	Jakarta
HRG.17	Total Productivity Management	1					7			29			28	2.000.000	2.500.000	Jakarta
HRG.18	HR for Non HR	2					9-10							3.500.000	4.000.000	Bandung
HRG.19	Lean Six Sigma	2		14-15							12-13			3.500.000	4.000.000	Bandung
HRG.20	General Affair – Facility Management	2		26-27		26-27			4-5				5-6	3.500.000	4.000.000	Bandung
HRG.21	Total Quality Management ISO 14001	2				29-30					19-20		5-6	3.500.000	4.000.000	Bandung
HRG.22	Effective QMS Documentation Development Include Paperless Documentation System	1	15				23			26			25	2.000.000	2.500.000	Bandung

HRG.23	Corporate Culture Building	2			21-22			27-28				24-25			3.500.000	4.000.000	Bandung
HRG.24	Performance Management with Balance Score Card	2	21-22			11-12			11-12						3.500.000	4.000.000	Bandung
HRG.25	Social Accountability International SA800	2					9-10			29-30			19-20		3.500.000	4.000.000	Bandung
HRG.26	Change Management	2		11-12				20-21			26-27				3.500.000	4.000.000	Bandung
HRG.27	Coaching and Counseling Skills	2			14-15				18-19			30-31			3.500.000	4.000.000	Bandung
HRG.28	HRM for Beginner	2	24-25			4-5				15-16			28-29		3.500.000	4.000.000	Bandung
HRG.29	Business Writing Skills	2	30-31		28-29		28-29			27-28		22-23		18-19	3.500.000	4.000.000	Jakarta
HRG.30	Integrated Recruitment System	2		27-28				27-28				21-22			4.000.000	4.500.000	Jakarta
HRG.31	Training Evaluation With R.O.T.I	2			11-12		22-23		22-23		16-17		14-15		4.000.000	4.500.000	Jakarta
HRG.32	Workload Analysis Design	2				24-25				5-6				19-20	4.000.000	4.500.000	Jakarta
4	SALES & MARKETING		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
SM.01	Effective Customer Service	2		27-28		24-25			17-18		25-26				3.500.000	4.000.000	Jakarta
SM.02	Selling and Negotiation Skill	2			27-28			19-20				29-30			3.500.000	4.000.000	Jakarta
SM.03	Telemarketing Skills - Teknik Closing via Telepon yang Efektif	1		11			6		30				7		2.000.000	2.500.000	Jakarta
SM.04	Sales yang Produktif dan Handal	2				10-11				28-29				9-10	3.500.000	4.000.000	Jakarta
SM.05	Essentials of Marketing Management	2				29-30					23-24		26-27		3.500.000	4.000.000	Jakarta
SM.06	Mengembangkan Rencana Pemasaran yang Efektif	2			25-26							29-30			3.500.000	4.000.000	Jakarta
SM.07	Smart Negotiation	2								8-9					3.500.000	4.000.000	Bandung
SM.08	Handling Customer Complain	2					7-8					3-4			3.500.000	4.000.000	Bandung
SM.09	Marketing Intelligence For Your Company Growth	2		20-21		29-30			24-25			28-29			4.000.000	4.500.000	Jakarta
SM.10	Powerfull Selling & Transaction (Setiap salesman perlu power)	2		26-27			28-29			26-27			25-26		4.000.000	4.500.000	Jakarta
SM.11	Marketing Training & Motivation				23		25		20		21		16		2.000.000	2.500.000	Jakarta
5	MANAGERIAL		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			

MNG.01	Analytical Thinking & Problem Solving	2				8-9			3-4					3.500.000	4.000.000	Jakarta
MNG.02	Customer Relationship Management	2					27-28			11-12			11-12	3.500.000	4.000.000	Jakarta
MNG.03	Job Grading	2							8-9			22-23		3.500.000	4.000.000	Jakarta
MNG.04	Analisa Laporan Keuangan	2			21-22				21-22			12-13		3.500.000	4.000.000	Jakarta
MNG.05	Pengelolaan Dokumen Untuk Mengurangi COPQ Bisnis	2					28-29			18-19			18-19	3.500.000	4.000.000	Jakarta
MNG.06	Great Company Transformation	2							29-30			26-27		3.500.000	4.000.000	Jakarta
MNG.07	Analytical Thinking & Problem Solving	2			18-19				22-23				2-3	3.500.000	4.000.000	Jakarta
MNG.08	Logistic and Supply Chain Management	2				9-10			22-23				4-5	3.500.000	4.000.000	Jakarta
MNG.09	Smart Leadership	2					14-15					14-15		3.500.000	4.000.000	Bandung
MNG.10	Performance Management	2			5-6				4-5				7-8	3.500.000	4.000.000	Bandung
MNG.11	Teamwork Performance	2		7-8			28-29			1-2				3.500.000	4.000.000	Bandung
MNG.12	Step by Step Improvement	2							29-30			3-4		3.500.000	4.000.000	Bandung
MNG.13	Creative Problem Solving	2			4-5				25-26					3.500.000	4.000.000	Bandung
MNG.14	Sistem Manajemen Gemba Kaizen	2	17-18			29-30				22-23				3.500.000	4.000.000	Bandung
MNG.15	Supply Chain Management	2					16-17				10-11			3.500.000	4.000.000	Bandung
MNG.16	Supervisory Management	2										25-26		3.500.000	4.000.000	Bandung
MNG.17	Problem Solving with Root Cause Analysis (RCA)	2			28-29				1-2				14-15	3.500.000	4.000.000	Bandung
MNG.18	5S and Implementation	2		25-26						1-2			12-13	3.500.000	4.000.000	Bandung
MNG.19	Building an Effective Leader	2	30-31		25-26		27-28			26-27			20-21	3.500.000	4.000.000	Jakarta
MNG.20	Management Competencies For New Managers	2		18-19							4-5			4.000.000	4.500.000	Jakarta
MNG.21	Creating Job Description With Vision	2			14-15					28-29			12-13	4.000.000	4.500.000	Jakarta
MNG.22	Cara Mudah Menyusun Job Analysis	2				25-26			17-18				27-28	4.000.000	4.500.000	Jakarta

MNG.23	KPI With Balanced Score Card	2		13-14			8-9					21-22			4.000.000	4.500.000	Jakarta
MNG.24	Manager's Handbook For New Manager	2					13-14				9-10				4.000.000	4.500.000	Jakarta
MNG.25	Being Smart Negotiator (Dealing with Your Client)	2			20-21					7-8		23-24			4.000.000	4.500.000	Jakarta
MNG.26	Practical SOP for SOP Maker	2		11-12					10-11				13-14		4.000.000	4.500.000	Jakarta
MNG.27	Cara Mudah Memecahkan Masalah	2			18-19									4-5	4.000.000	4.500.000	Jakarta
MNG.28	Staff Management Skills	2					16-17				26-27				4.000.000	4.500.000	Jakarta
MNG.29	Practising Supervisory Skill	2				10-11			29-30						4.000.000	4.500.000	Jakarta
MNG.30	Project Training Management				16		18		13			19		21	2.000.000	2.500.000	Jakarta
5	GCG		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
GCG.01	Good Corporate Governance (GCG) Secara Umum	2		6-7			28-29			19-20			13-14		4.000.000	4.500.000	Jakarta
GCG.02	Membuat Annual Report Berbasis Annual Report Award	2	9-10		20-21			26-27				16-17			4.000.000	4.500.000	Jakarta
GCG.03	Step by Step Menjadi Assessor GCG	2				1-2			29-30		23-24			12-13	4.000.000	4.500.000	Jakarta
GCG.04	Membangun Corporate Secretary dan Tim Berbasis GCG	2			25-26					29-30				10-11	4.000.000	4.500.000	Jakarta
5	COMMUNICATION, PRESENTATION, & PUBLIC SPEAKING		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
CPP.01	Effective Communication Skills for Workplace Success	2				8-9			29-30				14-15		3.500.000	4.000.000	Jakarta
CPP.02	How to Build Confidence in Public Speaking	2		20-21				27-28			4-5			4-5	3.500.000	4.000.000	Jakarta
CPP.03	Effective Communication Skills	2		25-26				17-18		5-6			6-7		3.500.000	4.000.000	Jakarta
CPP.04	Visual Storytelling For Presentations	2									24-25				3.500.000	4.000.000	Jakarta
CPP.05	Presentation Skills For Business Professionals	2	23-24				27-28					7-8			3.500.000	4.000.000	Jakarta
CPP.06	Effective Communication	2									23-24				3.500.000	4.000.000	Bandung
CPP.07	Infographic Slide with Pptx 2016	2	17-18		4-5		8-9				18-19			11-12	3.500.000	4.000.000	Jakarta
CPP.08	High Impact Presentation Skills	2									5-6				3.500.000	4.000.000	Bandung
CPP.09	Visual Communications for Presentations	2		12-13				18-19					6-7		3.500.000	4.000.000	Jakarta

Catatan: 1. Topik training di atas dapat juga dilaksanakan dalam bentuk in-house training
2. Publik training dapat dilaksanakan apabila telah memenuhi kuota yang ditetapkan

3. Harga yang tercantum dalam jadwal tahunan sudah termasuk PPh 23 sebesar 2%
4. Tanggal pelaksanaan sewaktu-waktu dapat berubah disesuaikan dengan jadwal instruktur