

PUBLIC TRAINING SCHEDULE 2011 - SIEN Consultants

WORKSHOP TITLE	DURATION (DAY)	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	INVESTMENT (IDR)
Quality Management System - ISO 9001														
Requirements Interpretation & Workshop of QMS - ISO 9001:2008 Document Composing	3	26 - 28		2 - 4		11 - 13		6 - 8		21 - 23				3.500.000
Workshop of Internal Quality Audit ISO 9001:2008	3		9 - 11		18 - 20				24 - 26			23 - 25		3.500.000
Management Representative (MR) ISO 9001 (for those who want to be expert in ISO 9001 implementation)	2						23 - 24						15 - 16	3.000.000
Environment Management System - ISO 14001														
Requirements Interpretation & Workshop of EMS - ISO 14001:2004 Document Composing (Inclusive how to make aspect-impact identification & program)	3				27 - 29						26 - 28			3.500.000
Workshop of Internal Environmental Audit ISO 14001:2004	3						15 - 17						19 - 21	3.500.000
Health and Safety Management System - OHSAS 18001														
Requirements Interpretation & Workshop of OHSAS 18001:2007 Document Composing (Inclusive how to make risk assessment & program)	3			16 - 18				27 - 29						3.500.000
Workshop of Internal Audit OHSAS 18001:2007	3					23 - 25					24 - 26			3.500.000
Integrated System - ISO9001 + ISO14001 + OHSAS18001														
Integrated System ISO 9001 - OHSAS 18001 - ISO 14001	4		21 - 24						22 - 25					6.000.000
Workshop of Internal Audit Integrated System ISO 9001 - OHSAS 18001 - ISO 14001	3						20 - 23					21 - 23		3.500.000

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Food Safety Management System - ISO 22000														
Requirements Interpretation & Workshop of ISO 22000:2005 Document Composing (Inclusive how to make HACCP Plan)	4				11 - 14					19 - 22				5.000.000
Human Resources Management & Development - HRMD														
Standard Operating Procedure (SOP)	2		24 - 25			12 - 13			11 - 12			10 - 11		2.500.000
Designing Effective Job Description	2		17 - 18		28 - 29			21 - 22					1 - 2	2.500.000
Effective Interviewing Skills	2					5 - 6			8 - 9					2.500.000
Talent Management	2				7 - 8						17 - 18			2.500.000
Identifying Training Needs	2		21 - 22							15 - 16				2.500.000
Performance Appraisal	2				11 - 12			14 - 15				7 - 8		2.500.000
Problem Solving & Creative Decision Making For Managers / Supervisors	2			28 - 29					22 - 23					2.500.000
Score Card In Human Resources Management	2					19 - 20				5 - 6				2.500.000
Training Evaluation	2						27 - 28					24 - 25		2.500.000
Accounting & Finance														
Skill for the Beginner Auditors	1			4				8				25		1.500.000
Tax Planning	3			2 - 4						21 - 23				3.500.000
Fiscal Accounting	2				7 - 8						3 - 4			2.500.000
Fundamentals of Finance and Accounting	1		18			27					21			1.500.000
Creative Cash Flow Reporting	1				15					9				1.500.000
Effective Budgeting	1		25								28			1.500.000

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Others Training / Workshop - SA8000, 5S, etc														
Interpretation of Social Accountability (SA 8000:2008) Requirements	3					4 - 6					5 - 7			5.000.000
5 S / 5 R	2				18 - 19				4 - 5				1 - 2	2.500.000
How to be A Great Trainer (TOT) with simulation & practice	2			16 - 18				11 - 12				10 - 11		2.500.000
Warehouse Management	2					9 - 10					13 - 14			2.500.000
Service Excellence	2						9 - 10						21 - 22	2.500.000
Supply Chain Management	2				28 - 29				18 - 19					2.500.000
Sales from A to Z - How To Become a Sales Specialist	2					23 - 24				19 - 20				2.500.000
Balance Score Card - Introduction	2		10 - 11				16 - 17				6 - 7			2.500.000
Workshops of Key Performance Indicator Composing (Balance Score Card in Practice)	3		9 - 11					25 - 27				21 - 23		3.500.000
Retail Management	2			24 - 25			20 - 21			15 - 16				2.500.000
Facilities : Training Kit, Lunch, Coffee breaks, Snack, Certificate & Souvenir														
All Workshops in Jakarta - Investment Fee exclude VAT 10%														
Place : minimal 3 stars Hotel in Jakarta (will be informed later)														
<i>We believe that our professional's honor have correlation with benefits which will achieved by your company..!</i>														
Please call us at : 021 - 3240 3909 or mail to : venty@sienconsultant.com														

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