



INSTITUTE OF TRAINING AND DEVELOPMENT

Lighting the Way as the Leading Multinational HRD Corporation

Program Calendar 2007 : MEGA EVENTS, CONFERENCES & CERTIFICATION PROGRAM

No.	Program Title	Course Fee	Scheme	Location	Dates
1.	ITD - MEGA GURU PROGRAM THE 360° LEADER - Developing Your Influence from Anywhere in the Organization with Jerry Aull	RM 2,350	-	ITD KUALA LUMPUR	20 - 21 Sept. 2007
		RM 2,350	-	ITD PENANG	24 - 25 Sept. 2007
		USD 720	-	ITD BANGKOK	27 - 28 Sept. 2007
		USD 720	-	ITD HO CHI MINH CITY	01 - 02 Oct. 2007
2.	CERTIFICATE IN LEADING STRATEGIC HR TRANSFORMATION with Pennsylvania State University, USA by Professor William J. Rothwell	USD 2,900	-	PACIFIC SUTERA HARBOR RESORT, KOTA KINABALU, SABAH.	10 - 15 Nov. 2007



Program Calendar 2007 : PROFESSIONAL COMPETENCY DEVELOPMENT PROGRAM

No.	Program Title	Course Fee	Scheme	Location	Dates
1.	CERTIFIED TRAINING PROFESSIONAL (CTP) Module 1 : Trainer in the Organization Module 2 : Training Needs Assessment Module 3 : Training Design Module 4 : Training Implementation Module 5 : Training Evaluation	RM 6,800	SBL-Khas	ITD KUALA LUMPUR	13-15, 19-23 & 27-28 November 2007
2.	CERTIFIED TRAINING PROFESSIONAL (CTP) Module 1 : Trainer in the Organization Module 2 : Training Needs Assessment Module 3 : Training Design Module 4 : Training Implementation Module 5 : Training Evaluation	RM 6,800	SBL-Khas	ITD PENANG	29-30 November, 1, 4-8 & 12-13 December 2007
	CERTIFIED TALENT & COMPETENCY PROFESSIONAL (CTCP) Module 1 : Application Tools for Talent Management and Competency Modeling Module 2 : Essentials of Talent and Competency Management Module 3 : Competency-Based Human Resource Development Module 4 : Competency-Based Recruitment, Selection and Performance Management Module 5 : Competency Management-Action Project		-	ITD MANILA	19-21 November & 3-7 December 2007

Note:

- i. Special discount for registrations 30 days before program commencement

RM 300 off

Other In-House Training Programs Available Upon Request

No.	Program Title
1.	ACCOUNTING & FINANCE
1.1	Finance for Non-Finance Executives
2.	COMMUNICATION
2.1	Effective Business Writing Skills
2.2	Effective Presentation Skills
2.3	Emotional Excellence for Communication & Relationship Building
2.4	Essential Teleskills
3.	CREATIVITY
3.1	Creativity at Work
3.2	Think Out of the Box
4.	LEADERSHIP
4.1	Building Effective Teams
4.2	Creating Positive Work Teams
4.3	EQ for Innovative Leadership
4.4	Facilitation Skills
4.5	Leaders for the New Era
4.6	Leadership Skills for Managers & Supervisors
4.7	Performance Coaching

No.	Program Title
4.8	Program Kepimpinan Efektif untuk Line Leader (BM)
4.9	Train the Trainer
5.	MANAGEMENT
5.1	Critical Thinking Skills
5.2	Problem Solving & Decision Making
5.3	Project Management
5.4	Time Management
6.	PERSONAL DEVELOPMENT
6.1	Business & Social Etiquette
6.2	Business Ethics
6.3	Enhancing Personal Effectiveness
6.4	Positive Attitude at the Workplace
6.5	Stress Management
7.	QUALITY
7.1	5S: The Japanese Art of Achieving Success at the Workplace
7.2	7QC Problem Solving Skills
7.3	Implementing Kaizen
7.4	Implementing Lean Manufacturing

No.	Program Title
7.5	IQA: Internal Quality Audit
8.	SALES, MARKETING & CUSTOMER SERVICE
8.1	Creating a Culture of Customer Service Excellence
8.2	Effective Selling Skills
8.3	Negotiating for Results
8.4	Creating a Culture of Customer Service Excellence

No.	Program Title
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Note: For programs not listed above, you may forward to us your request.



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