



培训课题目录

Training Topics Overview

管理和领导力 Management and Leadership

领导力发展项目

Leadership Development Program

中层经理的领导艺术

Supervisory Management Skills

生产一线主管的管理技能提升

Production Management

高情商领导力提升

Leadership EQ

冲突管理和掌控矛盾困难场景技巧

Conflict Management & Navigating Difficult Conversations

创建高绩效团队

Building High Performance Team

绩效管理及高效辅导技巧

Performance Management and Effective Coaching Skills

领导技能 - 领导、激励和鼓舞

Lead, Motivate & Inspire – Leadership Skills

信息安全意识

Information Security Awareness

工业4.0 - 数字化创新, 智能制造升级

Industry 4.0 - Digital innovation, intelligent manufacturing upgrade

业务持续性管理

Business Continuity Management

从技术走向管理

From Technology to Management

女性领导力

Women in Leadership

企业发展 Business Development

在中国的可持续性发展和环境保护

Sustainability & Environmental Protection in China

环境, 社会责任和公司治理 (ESG) 精要: 制定可持续性发展和有社会责任的业务战略

Environmental, Social, and Governance (ESG) Essentials:

Building a Sustainable and Responsible Business Strategy



商业创新 **Business Innovation**

全新的商业创新

Radical Business Innovation

乐高系列（创新，变革管理，跨部门沟通，乐领导）

LEGO Series (Innovation, Change Management, Cross functional Communication, Leading Way)

研发管理课程 **R&D Management**

研发人员的创新思维训练

Innovation Thinking for R&D Professionals

产品经理的五项修炼

Five Disciplines of Product Manager

研发项目管理

Project Management for R&D Professionals

集成产品开发

Integrated Product Development (IPD)

采购和供应链管理 **Procurement & Supply Chain Management**

六脉神剑：卓越采购人员必备的六项技能

Six Essential Skills for Procurement Excellence

降本增效：采购成本分析、控制与降低

Cost Analysis, Control and Reduce in Procurement

技术革新：数字化供应链

Technology Innovation: Digitalization in Supply Chain

现金为王：企业库存管理

Warehouse and Inventory Management

合作共赢：供应商谈判实务

Win-Win Cooperation: Practical Negotiation Skills with Supplier

披沙拣金：供应商的选择与评估

Supplier Selection and Evaluation

讲信修睦：采购合同准备实务

Preparation for Procurement Contract

行慎致远：供应战略制定

Supply Chain Strategy Development



演讲和沟通技巧 **Presentation Skills & Communication**

高效沟通技巧

Effective Communication Skills

沟通和谈判技巧

Communication and Negotiation Skills

商务演讲与技巧

Business Presentation Skills

公众演讲技巧

Speak Up: Mastering the Art of Public Speaking

向上汇报技巧

Upward Reporting Skills

销售技巧和客户服务 **Sales Skills & Customer Service**

全方位销售系列培训项目

Full Sales Series Training Program

以客户为本-开发新客户

Client Value Focused Prospecting

创建销售策略

Developing Sales Strategy

价值销售技巧

Value Selling Skill

落地辅导

On Field Coaching

优质客户服务

Excellence in Customer Service

销售演示技巧

Sales Presentation Skills

商业谈判-制胜之道

Effective Business Negotiation Skills

高效销售管理

Field Sales Management

关键客户拓展与维护工作坊

Key Account Management Workshop

职业素养提升 **Personal Development**



创造性解决问题和成功决策 Creative Problem Solving and Decision Making
商务写作技巧 Business Writing Skills
压力及情绪管理 Stress and Emotion Management
逻辑搭建，可信表达 Pyramid Thinking
正念减压 Mindfulness and Stress Reduction
人力资源管理 Human Resource
快捷建立人力资源体系 Establishing Human Resource System Quickly
跨文化培训 Intercultural Training
如何在中国更好的生活，工作以及领导团队 Bridging the Culture Gap-Living, Working and Leading in China
跨文化培训-虚拟沟通 Cross Cultural Training-Virtual Communication
跨文化沟通和冲突管理 Intercultural Communication, Problems and Conflict Management
关务培训 Customs Training
进出口通关实务操作及其风险控制 Practical Operation of Import and Export Customs Clearance and its Risk Control
进出口货物商品归类海关管理及其技术层面操作技巧解析 Customs Management of Commodity Classification on Import and Export Cargo and the Analyze of its Processing Skill Relating to Technique
项目管理 Project Management
项目管理精要 Project Management Essence
敏捷项目管理 Agile Project Management



计算机应用技能 **Computer Application Skills**

如何使用 PowerPoint 提高你的工作效率

Working Smart with PowerPoint

成功的 PowerPoint 设计

Successful Design with PowerPoint

如何使用 Excel 提高你的工作效率

Working Smart with Excel

Excel 函数应用

Working with Excel Functions

用图表说话 (Excel 数据图)

Say It with Charts: Presenting Data Graphically in Excel

Excel 数据管理与统计分析

Excel Data Management and Analysis

Excel 宏与 VBA

Working with Excel Macro & VBA

Excel 数据透视表深度应用

Unveiling the Secret of Data: PivotTable in Depth

Power BI 商业数据可视化分析

Analysing and Visualising Business Data with Power BI

Tableau 商业数据可视化分析

Analysing and Visualising Business Data with Tableau

Power Pivot 数据建模与 DAX 函数

Data Modeling and Analysis with Power Pivot and DAX

Power Platform 低代码开发应用基础

Power Platform Developer Foundation

Power Automate 流程自动化应用

Power Automate Application for End User

Power Apps 应用制作

Microsoft Power Platform App Maker

Think-cell 图表创建与演示

Creating and Presenting Charts with think-cell

Visio 商务图形绘制

Creating Business Diagrams with Visio

MS Office 高级应用-人力资源专题

MS Office Advanced Skills for HR



MS Excel 高级应用-财务会计专题 MS Excel Advanced Skills for Finance
Microsoft 365 云端协作新体验 Microsoft 365: Improved Experience in Cloud Collaboration
如何使用 MS Project 提高项目管理水平 Working Smart with MS Project
Teams 团队远程协作 Working Smart with Microsoft Teams
Outlook 邮件与日程管理 Managing Emails and Schedules Using Outlook
AutoCAD 二维制图（初级） Essential AutoCAD skills: 2-D Drawing Basics
AutoCAD 二维制图（中级） Essential AutoCAD Skills: 2-D Drawing Intermediate

培训语言为中文或英文。

Training language will be Chinese or English.

如需要详细课程大纲或有任何问题， 欢迎联系张轶慧女士。

For any questions and details of the course outlines, please contact Ms. Zhang Yihui

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