

Training Calendar: January – December 2024

2024年1月- 12月培训日程表

- ▶ Every Public Course can be organized as In-house Training.
所有公开课程都可以提供定制化内训课程。
- ▶ Public Courses will take place in Shanghai, unless agreed otherwise.
所有公开课都在上海举办。

For any questions and details of the course outlines, please contact Ms. Zhang Yihui.
如有任何疑问或者需要详细的课程大纲，请联系张轶慧女士。

Phone: 180 1700 5069 zhang.yihui@leapright.com

Schedule	Topics	Price
January		
15-16	Power BI 商业数据可视化分析 (线上和线下) Analyzing and Visualizing Business Data with Power BI (Online & Offline)	3600
17	PPT高效商务应用 (线上和线下) Working Smart with PowerPoint (Online & Offline)	1400
16-17	敏捷领导力——创新赋能领导力 Agile Leadership - Innovative and Empowering	5400
18	技术革新：数字化供应链 Technology Innovation: Digitalization in Supply Chain	3100
18 13:30-17:00	业务连续性管理 (English) Business Continuity Management	1600
22-23	如何使用 Excel 提高你的工作效率 (线上和线下) Working Smart with Microsoft Excel (Online & Offline)	2800

February

19	Excel超级实践：数据管理与统计分析 (线上和线下) Excel Super Practice: Data Management and Analysis	1400
21	AI赋能：Power Automate 流程自动化应用 (线上和线下) Power Automate Application for End User	1800
26-27	PPT高效制作与设计呈现 (线上和线下) Efficient PowerPoint Design and Production Skills	2800
28	数据化思维在企业中的应用 Data-oriented Thinking in Enterprises	1800

March

1	提升个人效能-驾驭情绪释放压力 Managing & Navigating Emotions and Releasing Stress	3100
6	赢在职场-英文商务写作 Confident in Business Writing	3100

6	Excel超级实践: Power Pivot数据建模与DAX (线上和线下) Excel Super Practice: Expert Data Modeling with Power Pivot and DAX	1800
5-6	披沙拣金: 供应商的选择与评估 Supplier Selection and Evaluation	5400
7-8	魅力表达——结构化商务演讲与汇报 Structured Business Presentation and Reporting	5400
12-13	业务流程改善与执行 Business Process Improvement and Implementation	5400
14 13:30-17:00	业务连续性管理 (English) Business Continuity Management	1600
14-15	冲突管理和掌控矛盾困难场景技巧 Conflict Management & Navigating Difficult Conversations	5400
14-15	Excel 在财务分析中的高级应用 (线上和线下) Advanced Application of Excel in Financial Analysis	3600
20	Excel超级实践: 函数与数据透视表深度应用 (线上和线下) Excel Super Practice: In-depth Application of Excel Functions and PivotTables	1800
21	以客户为本-开发新客户 Client Value Focused Prospecting	3100
21-22	Visio 商务图形绘制 (线上和线下) Creating Business Diagrams with Microsoft Visio	2800
21-22	提升人际关系影响力-以结果为导向的双赢沟通技巧 Enhance Interpersonal Influence - Results-Oriented Win-Win Communication Skills	5400
22	落地销售辅导 On Field Coaching	3100
26-27	降本增效——工厂八大浪费消除 Cost Reduction and Efficiency Improvement - Eight Wastes Elimination in Factories	5400
27	AI赋能: Power Platform低代码开发应用基础 (线上和线下) Power Platform Developer Foundation	1800

April

8	Think-cell 图表创建与演示 (线上和线下) Creating and Presenting Charts with Think-Cell	1800
11 9:00-12:00	网络安全 (面向经理和管理层) (English) Cybersecurity for Leaders and Managers	1600
11 13:30-17:00	业务连续性管理 (English) Business Continuity Management	1600
11-12	提升运营效益——精益生产 Enhancing Operational Efficiency--Lean Production	5400
17	HR专业人士的谈判技巧 HR Negotiation Skills	3100

18-19	价值销售技巧 Value Selling Skills	5400
18-19	沟通, 影响力和谈判技巧 Communication, Influencing and Negotiation Skills	5400
23-24	降本增效: 采购成本分析、控制与降低 Cost Analysis, Control and Reduce in Procurement	5400
23-24	Tableau 商业数据可视化分析 (线上和线下) Analyzing and Visualizing Business Data with Tableau	3600
25-26	全面提升敏捷领导力训练——激励团队达成最佳绩效 Agile Leadership for Motivating your Team	5400
29-30	Excel 超级实践: 宏与VBA (线上和线下) Excel Super Practice: Macro & VBA	3600

May

7	Working Smart with PowerPoint (线上和线下) PPT高效商务应用	1400
8	Excel超级实践: 用图表说话 (线上和线下) Excel Super Practice: Say It with Charts	1400
9-10	创造性解决问题 Creative Problem Solving and Decision Making	5400
13-14	Power BI 商业数据可视化分析 (线上和线下) Analyzing and Visualizing Business Data with Power BI	3600
14-15	稳在基层——班组长安全培训 Safety Training for Team Leaders	5400
14-15	结构创新, 系统魔方——系统思维应用于问题分析与解决 Structural Innovation, System Magic Cube - Systematic Thinking Applied to Problem Analysis and Resolution	5400
16	人力资源数据驱动决策-降本增效 Data-Driven Decision Making in HR-Reducing Costs and Increasing Efficiency	3100
16-17	突破产品项目困境 Breaking through Product Project Dilemma	5400
18 13:30-17:00	业务连续性管理 (English) Business Continuity Management	1600
20	Excel超级实践: 数据管理与统计分析 (线上和线下) Excel Super Practice: Data Management and Analysis	1400
21	逻辑搭建, 可信表达 Pyramid Thinking	5400
21-22	六脉神剑: 卓越采购人员必备的六项技能 Six Essential Skills for Procurement Excellence	5400
23-24	以服务促销售-优质客户服务 Enhance Sales through delivering exceptional Customer Service	5400

28-29	跨文化沟通和冲突管理 (English/Chinese) Interculture Communication, Problem and Conflict Management	5400
30-31	目标管理与计划执行 Objective Management and Plan Implementation	5400

June

4-5	项目管理核心技能训练与决策沙盘模拟 Project Management Training and Decision-Making Sand Table Simulation	5400
6-7	PPT高效制作与设计呈现 (线上和线下) Efficient PowerPoint Design and Production Skills	2800
6-7	合作共赢: 供应商谈判实务 Win-Win Cooperation: Practical Negotiation Skills with Suppliers	5400
13 13:30-17:00	业务连续性管理 (English) Business Continuity Management	1600
13-14	大客户拓展与维护工作坊 Key Account Management Workshop	5400
17-18	如何使用 Excel 提高你的工作效率 (线上和线下) Working Smart with Microsoft Excel	2800
19	领导技能-领导, 激励和鼓舞 (English) Lead, Motivate, Inspire - Leadership Skills	3100
20	打造高绩效与强凝聚力团队 (English/Chinese) Building High Performance Teams	3100

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2	提升个人效能-驾驭情绪释放压力 Managing & Navigating Emotions and Releasing Stress	3100
3	AI赋能: Power Platform低代码开发应用基础 (线上和线下) Power Platform Developer Foundation	1800
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