

2024年1月-12月公开培训课题目录

Public Training Courses: January – December 2024

管理和领导力 Management and Leadership	培训日期 Date
敏捷领导力——创新赋能领导力 Agile Leadership - Innovative and Empowering	Jan. 16-17 July 16-17
目标管理与计划执行 Objective Management and Plan Implementation	May 30-31 Oct. 30-31
全面提升领导力训练——激励团队达成最佳绩效 Leadership for Motivating your Team	April 25-26 Nov. 26-27
打造高绩效与强凝聚力团队 Building High Performance Teams	June 20 Nov. 19
领导技能-领导，激励和鼓舞 Lead, Motivate, Inspire - Leadership Skills	June 19 Nov. 20
冲突管理和掌控矛盾困难场景技巧 Conflict Management & Navigating Difficult Conversations	March 14-15 July 25-26
网络安全（面向经理和管理层） Cybersecurity for Leaders and Managers (English only)	April 11, Aug. 13 13:00-17:00
业务创新 Business Innovation	
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	May 14-15 Sept. 10-11
战略管理 Business Strategy	
业务连续性管理 Business Continuity Management - (English only)	Jan 18, March 14, April 11, May 18, June 13, Aug. 13, Oct 16, Dec 11 (13:30 - 17:00)
业务流程改善与执行 Business Process Improvement and Implementation	March 12-13 July 23-24

沟通和表达 Presentation Skills & Communication	
沟通, 影响力和谈判技巧 Communication, Influencing and Negotiation Skills	April 18-19 Aug. 22-23
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	March 21-22 Aug. 1-2
魅力表达——结构化商务演讲与汇报 Structured Business Presentation and Reporting	March 7-8 July 9-10
销售管理和客户服务 Sales Management & Customer Service	
以客为本-开发新客户 Client Value Focused Prospecting	March 21 July 30
价值销售技巧 Value Selling Skill	April 18-19 Aug. 22-23
落地辅导 On Field Coaching	March 22 July 31
大客户拓展与维护工作坊 Key Account Management Workshop	June 13-14
以服务促销售-优质客户服务 Enhance Sales through delivering exceptional Customer Service	May 23-24 Oct. 24-25
个人素养提升 Personal Development	
创造性解决问题 Creative Problem Solving and Decision Making	May 9-10 Sept. 5-6
提升个人效能-驾驭情绪释放压力 Managing & Navigating Emotions and Releasing Stress	March 1 July 2
逻辑搭建可信表达 Pyramid Thinking	May 21 Oct. 15
赢在职场-英文商务写作 Confident in Business Writing	March 6 July 5

人力资源管理 Human Resource	
HR专业人士的谈判技巧 HR Negotiation Skills	April 17 Aug. 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	May 16 Sept. 12
项目管理 Project Management	
突破产品项目困境 Breaking through Product Project Dilemma	May 16-17 Sept. 24-25
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	June 4-5 Nov. 5-6
跨文化培训 Intercultural Training	
跨文化沟通和冲突管理 Interculture Communication, Problem and Conflict Management	May 28-29 Oct. 29-30
生产和质量管理 Production, Quality Management & EHS	
降本增效——工厂八大浪费消除 Cost Reduction and Efficiency Improvement - Eight Wastes Elimination in Factories	March 26-27 Aug. 8-9
提升运营效益——精益生产 Enhancing Operational Efficiency - Lean Production	April 11-12 Aug. 13-14
稳在基层——班组长安全培训 Safety Training for Team Leaders	May 14-15 Sept. 3-4
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	May 21-22 Oct. 22-23
降本增效：采购成本分析、控制与降低 Cost Analysis, Control and Reduce in Procurement	April 23-24 Aug. 27-28

披沙拣金：供应商的选择与评估 Supplier Selection and Evaluation	March 5-6 July 11-12
技术革新：数字化供应链 Technology Innovation: Digitalization in Supply Chain	Jan. 18 July 18
合作共赢：供应商谈判实务 Win-Win Cooperation: Practical Negotiation Skills with Suppliers	June 6-7 Nov. 7-8
计算机应用技能（线上和线下） Computer Application Skills (Online/Offline)	
PPT高效商务应用 Working Smart with Microsoft PowerPoint	Jan. 17, May 7, Sept. 18
PPT 高效制作与设计呈现 Efficient PowerPoint Design and Production Skills	Feb. 26-27, June 6-7, Oct. 14-15
如何使用 Excel 提高你的工作效率 Working Smart with Microsoft Excel	Jan. 22-23, June 17- 18, Nov. 11-12
Excel 超级实践：数据管理与统计分析 Excel Super Practice: Data Management and Analysis	Feb. 19, May 20, July 8, Oct. 30
Excel 超级实践：用图表说话 Excel Super Practice: Say It with Charts	May 8, Oct. 31, Dec. 10
Excel 超级实践：函数与数据透视表深度应用 Excel Super Practice: In-depth Application of Excel Functions and Pivot Tables	March 20 Nov. 18
Excel 超级实践：Power Pivot 数据建模与 DAX Excel Super Practice: Expert Data Modeling with Power Pivot and DAX	March 6 Sept. 3
Excel 超级实践：宏与 VBA Excel Super Practice: Macro & VBA	April 29-30 Dec. 16-17
数据化思维在企业中的应用 Data-Oriented Thinking in Enterprises	Feb. 28 Sept. 25
Excel 在财务分析中的高级应用 Advanced Application of Excel in Financial Analysis	March 14-15 Nov. 25-26
Power BI 商业数据可视化分析 Analyzing and Visualizing Business Data with Power BI	Jan. 15-16, May 13- 14, Sept. 23-24
Tableau 商业数据可视化分析 Analyzing and Visualizing Business Data with Tableau	April 22-23, July 15-16, Dec. 26-27

AI 赋能: Power Platform 低代码开发应用基础 Power Platform Developer Foundation	April 1 July 3
AI 赋能: Power Automate 流程自动化应用 Power Automate Application for End User	Feb. 21 Sept. 4
Think-Cell 图表创建与演示 Creating and Presenting Charts with Think-Cell	April 8
Visio 商务图形绘制 Creating Business Diagrams with Microsoft Visio	March 21-22 Nov. 28-29