

Training Calendar 2011

PUBLIC SEMINAR TOPICS	OUTLINES AND LEARNINGS	PRICE (RM) PER PAX	DATES	OTHER DETAILS
Teaming up with your boss (A program for secretaries and personal assistants)*	<ul style="list-style-type: none"> Approach for a team of two: How to team up with your boss to become more effective by working smarter and get more done in less time. Dynamic Interpersonal Skills: To establish credibility as a management partners and master the art of representing your boss effectively. Develop a Winning Style: Acquire the knowledge and skills necessary to establish a professional image, to build trust and rapport with colleagues and clients from all walks of life. 	700	13 April	Ventrax Training Centre @ 9am - 5.30pm
Mastering The Art Of Negotiation	<ul style="list-style-type: none"> Self Development Seminar 	FREE	19 April (M'sia) 27 April (S'pore)	Bankers Club @ 6pm - 8pm Grand Park City Hall @ 6pm - 8pm
Effective Self Management Program	<ul style="list-style-type: none"> Productivity Improvement Your Vision, Values and Future Your Mind and Productivity Increasing Your Performance 	900	20 April	Ventrax Training Centre @ 9am - 5.30pm
Empowering Women Of The 21st Century*	<ul style="list-style-type: none"> Charting Your Course & Unlocking Potential Amplifying Your Impact. Refining Your Approach. Magnifying Your Results. 	700	27 April	Ventrax Training Centre @ 9am - 5.30pm

*Trainings can also be done either in Dorsett Subang or Banker's Club



Training Calendar 2011

PUBLIC SEMINAR TOPICS	OUTLINES AND LEARNINGS	PRICE (RM) PER PAX	DATES	OTHER DETAILS
How to identify & hire the best people*	<ul style="list-style-type: none"> • 5 Steps of selecting and identifying the right fit. • Identify Characteristics of Your Best Employees. • Effective Interview Questions. 	700	11 May	Ventrax Training Centre @ 9am - 5.30pm
Effective Self Management Program	<ul style="list-style-type: none"> • Productivity Improvement • Your Vision, Values and Future • Your Mind and Productivity • Increasing Your Performance 	900	12 May	Ventrax Training Centre @ 9am - 5.30pm
Little People With Big Imagination - How Strong Minds Fuel Strong Organizations	<ul style="list-style-type: none"> • Self Development Seminar 	FREE	19 May (M'sia) 25 May (S'pore)	Bankers Club @ 6pm - 8pm Grand Park City Hall @ 6pm - 8pm
Building and Uniting the Generations*	<ul style="list-style-type: none"> • Gain an understanding of different generations in the workforce and what makes each different. • Discover and practice clear communication. • Identify key strategies to recruit, manage and retain employees of all generations. 	700	25 May	Ventrax Training Centre @ 9am - 5.30pm

*Trainings can also be done either in Dorsett Subang or Banker's Club



Training Calendar 2011

PUBLIC SEMINAR TOPICS	OUTLINES AND LEARNINGS	PRICE (RM) PER PAX	DATES	OTHER DETAILS
Leadership & Management Skills Training with Horses	<ul style="list-style-type: none"> Outdoor / residential training program that uses horse riding activities as a platform to develop essential leadership qualities and management skills through self discovery and situational learning. Communication (Verbal & Non-verbal), Speaking assertively and with impact, Discipline & Punctuality, Trust & Teamwork, Team Motivation & Support and Competitive mindset. Leadership, People Management, Stress Management, Fear Management, Managing Diversity, Self Confidence, Patience, Assertiveness, Planning & Delegation, Decision-Making, Strategic Planning and Supervisory Skills. Learn 'What does each individual needs to improve on to be more successful!' 	2500	10 & 11 June	TBA
Change without pain*	<ul style="list-style-type: none"> Understand why people resist change? Learn how to navigate change. Overcome your F.E.A.R of change. 	700	15 June	Ventrax Training Centre @ 9am - 5.30pm
Personality Types And Job Attitudes	<ul style="list-style-type: none"> Self Development Seminar 	FREE	21 June (M'sia) 22 June (S'pore)	Bankers Club @ 6pm - 8pm Grand Park City Hall @ 6pm - 8pm
Effective Self Management Program	<ul style="list-style-type: none"> Productivity Improvement Your Vision, Values and Future Your Mind and Productivity Increasing Your Performance 	900	23 June	Ventrax Training Centre @ 9am - 5.30pm

*Trainings can also be done either in Dorsett Subang or Banker's Club



Training Calendar 2011

PUBLIC SEMINAR TOPICS	OUTLINES AND LEARNINGS	PRICE (RM) PER PAX	DATES	OTHER DETAILS
EQ - Key Skills for Raising Your Emotional Intelligence*	<ul style="list-style-type: none"> • Self-awareness – The ability to recognize your own emotions and how they affect your thoughts and behavior. • Self-management – The ability to control impulsive feelings and behaviors, manage your emotions in healthy ways. • Social awareness – The ability to understand the emotions, needs, and concerns of other people. • Relationship management – The ability to develop and maintain good relationships, communicate clearly and manage conflict. 	700	5 July	Ventrax Training Centre @ 9am - 5.30pm
Advance Business English*	<ul style="list-style-type: none"> • Helping participants move their English forward and their careers up. • To create consciousness in written business communication that by writing less people will read more. • Foster confidence in expressing opinions in English. • Encourage socializing and networking with greater confidence. 	700	12 July	Ventrax Training Centre @ 9am - 5.30pm
Productive Project Meetings - 7 Steps That Will Put You In Control	<ul style="list-style-type: none"> • Self Development Seminar 	FREE	14 July (M'sia) 20 July (S'pore)	Bankers Club @ 6pm - 8pm Grand Park City Hall @ 6pm - 8pm
Effective Self Management Program	<ul style="list-style-type: none"> • Productivity Improvement • Your Vision, Values and Future • Your Mind and Productivity • Increasing Your Performance 	900	19 July	Ventrax Training Centre @ 9am - 5.30pm

*Trainings can also be done either in Dorsett Subang or Banker's Club



Training Calendar 2011

PUBLIC SEMINAR TOPICS	OUTLINES AND LEARNINGS	PRICE (RM) PER PAX	DATES	OTHER DETAILS
Managing Difficult People*	<ul style="list-style-type: none"> Understand the reason why people are difficult and strategies for handling each type. Achieve an understanding on how communication plays an important role and anticipating how the difficult person would react and behave whilst staying focused on how to achieve the desired results and goal. 	700	10 August	Ventrax Training Centre @ 9am - 5.30pm
How To Keep Your Top Talent	<ul style="list-style-type: none"> Self Development Seminar 	FREE	23 August (M'sia) 24 August (S'pore)	Bankers Club @ 6pm - 8pm Grand Park City Hall @ 6pm - 8pm
Dynamic People Managers Program*	<ul style="list-style-type: none"> Effective self management Inspiring people via People Engagement Performance management & rewards management that drives people Positive & trusting communication Customer centricity 	700	24 August	Ventrax Training Centre @ 9am - 5.30pm
Effective Self Management Program	<ul style="list-style-type: none"> Productivity Improvement Your Vision, Values and Future Your Mind and Productivity Increasing Your Performance 	900	25 August	Ventrax Training Centre @ 9am - 5.30pm

*Trainings can also be done either in Dorsett Subang or Banker's Club



productivity for life.



Training Calendar 2011

PUBLIC SEMINAR TOPICS	OUTLINES AND LEARNINGS	PRICE (RM) PER PAX	DATES	OTHER DETAILS
Superior Customer Management*	<ul style="list-style-type: none"> Understanding the power one has in creating an impressive & lasting impression and learning the elements involved. Focusing on "self" i.e. what is your role? What kind of attributes you and your employees should have? Learn proven tactics on how to say "NO" tactfully but yet still get the deal. Going beyond product and price – creating business values. 	700	13 September	Ventrax Training Centre @ 9am - 5.30pm
Controlling Anger & Stress - Before It Controls You	<ul style="list-style-type: none"> Self Development Seminar 	FREE	20 September (M'sia) 21 September (S'pore)	Bankers Club @ 6pm - 8pm Grand Park City Hall @ 6pm - 8pm
Effective Self Management Program	<ul style="list-style-type: none"> Productivity Improvement Your Vision, Values and Future Your Mind and Productivity Increasing Your Performance 	900	22 September	Ventrax Training Centre @ 9am - 5.30pm
Save the Customer, Save your Company*	<ul style="list-style-type: none"> Importance of working smart & planning. Consistent effort while progressing step by step. Empowering individuals rather than team dependency. Utilizing assets and handling liabilities in presentation. 	1200	23 & 24 September	Nilai Springs Resort

*Trainings can also be done either in Dorsett Subang or Banker's Club



productivity for life.



VENTRAX

Training Calendar 2011

PUBLIC SEMINAR TOPICS	OUTLINES AND LEARNINGS	PRICE (RM) PER PAX	DATES	OTHER DETAILS
Dynamic Communication*	<ul style="list-style-type: none"> The determination to take the right action with impressive communication. Project a better image of themselves and the company through excellent quality service, centring on strong communication links at every level. Recognize effective communication techniques to build stronger rapport with customers. Gain self-esteem to interact knowledgeably and professionally with customers. 	700	4 October	Ventrax Training Centre @ 9am - 5.30pm
Effective Negotiation Techniques*	<ul style="list-style-type: none"> Understand the concept of 'win/win' negotiation. Plan and prepare your negotiations. Use a range of negotiating skills to close deals effectively and avoid deadlock. Develop your negotiating skills to work with tradable and conditions. 	700	12 October	Ventrax Training Centre @ 9am - 5.30pm
Small Change Big Impact - How Small Behavior Change Makes An Impact ToThe End Result	<ul style="list-style-type: none"> Self Development Seminar 	FREE	13 October (M'sia) 19 October (S'pore)	Bankers Club @ 6pm - 8pm Grand Park City Hall @ 6pm - 8pm
Effective Self Management Program	<ul style="list-style-type: none"> Productivity Improvement Your Vision, Values and Future Your Mind and Productivity Increasing Your Performance 	900	19 October	Ventrax Training Centre @ 9am - 5.30pm

*Trainings can also be done either in Dorsett Subang or Banker's Club



productivity for life.



Training Calendar 2011

PUBLIC SEMINAR TOPICS	OUTLINES AND LEARNINGS	PRICE (RM) PER PAX	DATES	OTHER DETAILS
Meeting Management*	<ul style="list-style-type: none"> • Why We Meet? • What Do You Expect When Attending Meetings? • How Can This Be Improved? • Meeting Technologies • Productivity Enhancers or Inhibitors? 	700	2 November	Ventrax Training Centre @ 9am - 5.30pm
Effective Self Management Program	<ul style="list-style-type: none"> • Productivity Improvement • Your Vision, Values and Future • Your Mind and Productivity • Increasing Your Performance 	900	15 November	Ventrax Training Centre @ 9am - 5.30pm
Identifying The Right Fit - Interviewing Potential Employees	<ul style="list-style-type: none"> • Self Development Seminar 	FREE	16 November (M'sia) 16 November (S'pore)	Bankers Club @ 6pm - 8pm Grand Park City Hall @ 6pm - 8pm
Basic English at Work*	<ul style="list-style-type: none"> • To provide help and support to employees in order to add confidence and competence in the English language. • To ensure good performance in both speaking and writing according to the needs of the individual and organization. • Employs adult learning techniques which include active learning strategies to facilitate understanding and retention. 	700	17 November	Ventrax Training Centre @ 9am - 5.30pm

*Trainings can also be done either in Dorsett Subang or Banker's Club



productivity for life.



Training Calendar 2011

PUBLIC SEMINAR TOPICS	OUTLINES AND LEARNINGS	PRICE (RM) PER PAX	DATES	OTHER DETAILS
Records Management & Filing Solution*	<ul style="list-style-type: none"> To recognize that information is not a proprietary, departmental resource, but an enterprise resource. Capturing all the information with the quality needed to effectively perform one's jobs. To create quality information that they need to do their jobs effectively. An action plan that will motivate employees to give up their ad hoc methods and adhere to program policies and procedures. 	700	8 December	Ventrax Training Centre @ 9am - 5.30pm
Performance Management*	<ul style="list-style-type: none"> Performance Planning (Objective Setting) Performance Execution (Getting the job done!) Performance Assessment & Review Managing and Improving a Poor Performer 	700	21 December	Ventrax Training Centre @ 9am - 5.30pm
Effective Self Management Program	<ul style="list-style-type: none"> Productivity Improvement Your Vision, Values and Future Your Mind and Productivity Increasing Your Performance 	900	15 December	Ventrax Training Centre @ 9am - 5.30pm
Put An End To Procrastination & Achieve Peak performance	<ul style="list-style-type: none"> Self Development Seminar 	FREE	14 December (M'sia) 14 December (S'pore)	Bankers Club @ 6pm - 8pm Grand Park City Hall @ 6pm - 8pm

*Trainings can also be done either in Dorsett Subang or Banker's Club



productivity for life.



VENTRAX