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quality for professional

TRAINING TOPICS AND TIME SCHEDULE MANAGEMENT AND FINANCE

CODE	COURSE TITLE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	PLACE
F-01	Asset Management & Maintenance	07-11				05-09				08-12				Yk/Smg/Bdg
F-02	Accounting for Non Accounting Management	14-18				12-16				15-19				Yk/Smg/Bdg
F-03	Accounting Management	21-25				19-23					13-17			Yk/Smg/Bdg
F-04	Budgeting for Company Control		28-01			26-30					20-24			Yk/Smg/Bdg
F-05	Cleaner Production and Environmental Management		04-08				02-06				27-31			Yk/Smg/Bdg
F-06	Communication and Presentation Skill		11-15				09-13					03-07		Yk/Smg/Bdg
F-07	Community Development		18-22				16-20					10-14		Yk/Smg/Bdg
F-08	Creative & Rational Decision Making		25-29				23-27					17-21		Yk/Smg/Bdg
F-09	Environmental Management System (EMS) for Oil and Gas			03-07			30-04					24-28		Yk/Smg/Bdg
F-10	Environmental Management Accounting (EMA)			10-14				07-11					01-05	Yk/Smg/Bdg
F-11	Financial Management			17-21				14-18					08-12	Yk/Smg/Bdg
F-12	Five S (5S)			24-28				21-25						Yk/Smg/Bdg
F-13	Geographical Information System				31-04				28-01					Yk/Smg/Bdg
F-14	Good Housekeeping				07-11				04-08					Yk/Smg/Bdg
F-15	Interpersonal Skill and Communication				14-18				11-15					Yk/Smg/Bdg
F-16	Just in Time (JIT)				21-25				18-22					Yk/Smg/Bdg
F-17	Leadership & Team Development for Management Success	07-11			28	-02			25-29					Yk/Smg/Bdg
F-18	Management Information System	14-18				05-09				08-12				Yk/Smg/Bdg
F-19	Management of Chemical Storage	21-25				12-16				15-19				Yk/Smg/Bdg
F-20	Material Handling and Transportation Management		28-01			19-23					13-17			Yk/Smg/Bdg
F-21	Negotiation, Presentation & Comunication Skill		04-08			26-30					20-24			Yk/Smg/Bdg
F-22	Problem Solving & Decision Making		11-15				02-06				27-31			Yk/Smg/Bdg
F-23	Procurement Process and Contract Management		18-22				09-13					03-07		Yk/Smg/Bdg
F-24	Public Relation		25-29				16-20					10-14		Yk/Smg/Bdg
F-25	Public Speaking			03-07			23-27					17-21		Yk/Smg/Bdg
F-26	Public, Media & Corporate Relation			10-14			30-04					24-28		Yk/Smg/Bdg
F-27	Risk Analysis and Management			17-21				07-11					01-05	Yk/Smg/Bdg
F-28	Supply Chain Management			24-28				14-18					08-12	Yk/Smg/Bdg
F-29	Total Management Quality (TQM)				31-04			21-25						Yk/Smg/Bdg
F-30	Training Need Analysis (TNA)				07-11			28-01						Yk/Smg/Bdg