



| Course Name | | Day | Level of Participants | | |
|--|-------------------------|--------|-----------------------|------------|---------|
| Advanced Management Program | | | Staff | Supervisor | Manager |
| <u>Analytical Thinking and Decision Making</u> | Outline | 2 Days | ✓ | ✓ | ✓ |
| <u>Advanced Business Negotiation Workshop</u> | Outline | 2 Days | ✓ | ✓ | ✓ |
| <u>The New YOU for Executive</u> | Outline | 1 Day | ✓ | ✓ | ✓ |

| Course Name | | Day | Level of Participants | | |
|---|-------------------------|--------|-----------------------|------------|---------|
| Leadership and Management | | | Staff | Supervisor | Manager |
| <u>Project Management 5 Days</u> | Outline | 5 Days | ✓ | ✓ | ✓ |
| <u>Successful Supervisory Skills</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Effective Time Management</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Implementing BCP with ISO22301 (Business Continuity Management System)</u> | Outline | 2 Days | ✓ | ✓ | ✓ |
| <u>Powerful Coaching & Mentoring Techniques</u> | Outline | 1 Day | | ✓ | ✓ |
| <u>Ultimate Change Management by Neuro Linguistic Programming (NLP) and Neuro Actions</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Developing Leadership Skills</u> | Outline | 1 Day | | ✓ | ✓ |
| <u>Risk Management</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Project Management for the Nonproject Manager</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Management Skills for New Managers</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Strategic Thinking & Planning in the Age of Thailand 4.0</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Cross Cultural Management</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>The 4 Dimensional Manager</u> | Outline | 1 Day | | ✓ | ✓ |
| <u>Strategic Planning</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Delegating, Controlling, and Monitoring Techniques</u> | Outline | 1 Day | | ✓ | ✓ |
| <u>Project Management (2 Days)</u> | Outline | 2 Days | ✓ | ✓ | ✓ |
| <u>Building & Leading High Performance Team</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Dealing the Difference: Managing People</u> | Outline | 1 Day | ✓ | ✓ | ✓ |

| Course Name | | Day | Level of Participants | | |
|---|-------------------------|--------|-----------------------|------------|---------|
| Communication | | | Staff | Supervisor | Manager |
| <u>Developing Effective Presentation Skills</u> | Outline | 2 Days | ✓ | ✓ | ✓ |
| <u>Effective Communication, Empowerment and Motivation</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Effective Listening and Questioning Techniques</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Effective Meeting</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Effective Minute and Report Writing</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Negotiation to Win</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Effective Training for the Trainer</u> | Outline | 2 Days | ✓ | ✓ | ✓ |
| <u>How to Deal with the Difficult People</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Advanced Business Negotiation Skills</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Communication & Coordination for Successful Work</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>How to Work with Different Generations</u> | Outline | 1 Day | ✓ | ✓ | ✓ |



| Course Name | | Day | Level of Participants | | |
|---|-------------------------|-------|-----------------------|------------|---------|
| Sales, Marketing, Service | | | Staff | Supervisor | Manager |
| <u>Sales Negotiation Skill Workshop</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Strategic Marketing Management Workshop</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Customer Service Attitude Training</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Sales Presentation for Success</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Telesales and Service over the Telephone</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>IMC Management for Sales Increasing</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Customer Management by Sales Touch Point</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Positive Thinking and Teamwork for Sales Team</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Brand Management</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Customer Insight by DISC Personality Types</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Modern Professional Selling Skills</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Sales Management Strategies in Thailand 4.0</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Modern Marketing Management</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Powerful Service Mind</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Customer Service and Complaint Handling Workshop</u> | Outline | 1 Day | ✓ | ✓ | ✓ |

| Course Name | | Day | Level of Participants | | |
|--|-------------------------|-------|-----------------------|------------|---------|
| Human Resources | | | Staff | Supervisor | Manager |
| <u>Competency Based Interview Workshop</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Modern HR Management Tools and Process</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Essentials of HR for Non-HR Managers</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Training Plan and Training Needs Analysis</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Strategic Talent Management</u> | Outline | 1 Day | ✓ | ✓ | ✓ |

| Course Name | | Day | Level of Participants | | |
|---|-------------------------|-------|-----------------------|------------|---------|
| English Language Skill | | | Staff | Supervisor | Manager |
| <u>English Grammar for Business Writing</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>English for Business Writing Skills</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Effective E-mail Writing</u> | Outline | 1 Day | ✓ | ✓ | ✓ |

| Course Name | | Day | Level of Participants | | |
|---|-------------------------|--------|-----------------------|------------|---------|
| Operation | | | Staff | Supervisor | Manager |
| <u>Budgeting Techniques</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Business Process Improvement</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Financial Analysis Workshop</u> | Outline | 2 Days | ✓ | ✓ | ✓ |
| <u>Cost Reduction by Lean-Kaizen</u> | Outline | 2 Days | ✓ | ✓ | ✓ |
| <u>Excellent Personnel Assistant Skills</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Accelerated Finance and Accounting for Non-finance Manager</u> | Outline | 2 Days | ✓ | ✓ | ✓ |



| Course Name | | Day | Level of Participants | | |
|---|-------------------------|--------|-----------------------|------------|---------|
| Thinking and Personality Skills | | | Staff | Supervisor | Manager |
| <u>Self Development for Success</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>EQ and AQ for Success</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Practical Service Design Thinking</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>How to Work under Pressure</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>The Power of Neuro-Linguistic Programming</u> | Outline | 2 Days | ✓ | ✓ | ✓ |
| <u>Mind Mapping and Creativity</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Creative Innovative and Positive Thinking in the Workplace</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Power of Influencing and Motivating Others</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Scenario Thinking and Planning</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Systematic Thinking</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Change to Success</u> | Outline | 2 Days | ✓ | ✓ | ✓ |
| <u>Powerful Personality Training</u> | Outline | 1 Day | ✓ | ✓ | ✓ |

| Course Name | | Day | Level of Participants | | |
|---|-------------------------|--------|-----------------------|------------|---------|
| IT Management | | | Staff | Supervisor | Manager |
| <u>Introduction to Information Security Management (ISO 27001)</u> | Outline | 2 Days | ✓ | ✓ | ✓ |
| <u>ITIL Best Practices for IT Service Management (Foundation ITIL)</u> | Outline | 3 Days | ✓ | ✓ | ✓ |
| <u>Enterprise IT Governance Implementation (using COBIT 5 and Best Practices)</u> | Outline | 2 Days | ✓ | ✓ | ✓ |
| <u>IT Service Operation with ITIL v32011</u> | Outline | 2 Days | ✓ | ✓ | ✓ |

| Course Name | | Day | Level of Participants | | |
|--|-------------------------|--------|-----------------------|------------|---------|
| Computer and IT | | | Staff | Supervisor | Manager |
| <u>Microsoft Excel 2016 Level 1</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Microsoft Excel 2016 Level 2</u> | Outline | 2 Days | ✓ | ✓ | ✓ |
| <u>Microsoft Excel 2016 Level 3</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Microsoft Word 2013 Level 1</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Microsoft Word 2013 Level 2</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Microsoft Word 2013 Level 3</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Microsoft Word 2016 Level 1</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Microsoft Word 2016 Level 2</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Microsoft Word 2016 Level 3</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Microsoft Excel Tips & Tricks</u> | Outline | 2 Days | ✓ | ✓ | ✓ |
| <u>Useful Excel Formulas and Functions</u> | Outline | 2 Days | ✓ | ✓ | ✓ |
| <u>Microsoft PowerPoint Professional</u> | Outline | 2 Days | ✓ | ✓ | ✓ |
| <u>Microsoft Excel 2013 : Basic</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Microsoft Excel 2013 : Intermediate</u> | Outline | 1 Day | ✓ | ✓ | ✓ |
| <u>Microsoft Excel 2013 : Advanced, Student Manual</u> | Outline | 2 Days | ✓ | ✓ | ✓ |
| <u>Microsoft Excel 2013 for HR</u> | Outline | 1 Day | ✓ | ✓ | ✓ |