

MDC EXECUTIVE PROGRAMME

Training Calendar 2020

ENABLING YOUR FUTURE



MDIS

Management Development & Consultancy
The Corporate Training Arm of MDIS

Management Development & Consultancy (MDC)

Management Development & Consultancy (MDC), is the corporate training arm of the Management Development Institute of Singapore (MDIS).

We provide a wide range of well-designed programmes specially catered for business organisations with different training needs.

We have successfully delivered customised training programmes to more than 1000 companies in Singapore and globally. Clients include multinational corporations, small and medium enterprises, government-linked companies and the public sector.



Our Awards



Best Sales Training Provider (Silver)
HR Vendors of the Year Award 2018



Gold Standard Personal Effectiveness & Productivity
JobsCentral T.E.D. Awards 2018



Best Corporate Training Provider
JobsCentral T.E.D. Awards 2017



Gold Standard Senior Management & Leadership
JobsCentral T.E.D. Awards 2017



Best IT Training Provider (Silver)
HR Vendors of the Year Award 2016 - 2017

LOCAL CORPORATE BUSINESS

MDC's key services include seminars, customised training programmes and business consultancy services designed to equip professionals with essential tools of the trade.

By putting theoretical knowledge into practice in our training programmes, MDC has become a reputable company recognised for developing the next wave of dynamic corporate and business professionals, both locally and globally.

Funding Options

Company-sponsored

- SDF-approved courses only
- Capped at \$2 per hour

Visit www.skillsconnect.gov.sg for more information.

Self-sponsored

- Eligible Singapore citizens aged 25 years old and above will be able to utilise their SkillsFuture Credit.
- Pre-approved SkillsFuture funding of S\$500.00

Visit www.skillsfuture.sg for more information.

Membership

Sign up for an MDIS Corporate Membership and enjoy savings on our comprehensive list of executive training programmes and corporate courses. For more information, please call 6842 6666 or email mdc@mdis.edu.sg.

MDC Referral Scheme

Receive \$50 cash* when a friend you refer, signs up with us!
For more information, please call 6842 6666 or email mdc@mdis.edu.sg.

* Terms and conditions

This incentive will be paid only if all of the following terms and conditions are met:

- 1) The Associate Member (Rep) introduces a new applicant who is:
 - a) A Singaporean citizen or Singapore permanent resident; or
 - b) A work permit/employment pass/S-pass/dependent pass holder; or
- 2) The applicant must:
 - a) Have made full payment for the course fees; and
 - b) Must be a new participant for the course; and
 - c) Must attend the class; and
 - d) The course must have already commenced.

OVERSEAS BUSINESS

MDC Overseas Business unit offers customised training programmes for individuals and corporations. Our experienced, resourceful and dedicated team works closely with many organisations from a wide range of industries and agencies.

MDC conducts immersion programmes and corporate training for overseas participants from Asia Pacific, Africa, UAE, Russia and Uzbekistan. Our learning programmes are led by experienced and engaging trainers, facilitators and coaches.

**MDC Executive Programme
Training Calendar 2020**

Programme	Fee (S\$)		Grant SDF & SkillsFuture Credit	Date												Trainer	
	Mdis Member	Non Member		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Business Management																	
1	New	Applying Personal Data Protection Act (PDPA) in a Business Environment	\$ 727.60	\$ 856.00						26			5		20	Alvin Quah	
2	New	Balanced Scorecard for Business Performance	\$ 727.60	\$ 856.00	Y				23-24			16-17			22-23	Andrew Cheah	
3	New	Blue Ocean Strategy	\$ 727.60	\$ 856.00	Y				23-24			25-26		17-18		Andrew Cheah	
4	New	Corporate Governance Framework in Singapore	\$ 363.80	\$ 428.00	Y				15			3			7	James Kwan	
5		Effective Office Skills for Administrative Support Staff	\$ 818.55	\$ 963.00	Y	13-14			6-7			20-21		19-20		Catherine Syn	
6		Effective Secretarial Skills	\$ 818.55	\$ 963.00	Y				19-20			18-19		14-15		10-11	Catherine Syn
7	New	Fundamentals of Logistic Operations and International Transportation	\$ 727.60	\$ 856.00	Y					4-5			3-4		12-13	David Phua	
8		Knowledge Management in the new Era!	\$ 818.55	\$ 963.00	Y	20-21				26-27				19-20		Clement Ng	
9	New	Lean Approach to Optimise Productivity and Efficiency	\$ 727.60	\$ 856.00	Y					18-19			13-14		26-27	Andrew Cheah	
10		Office Administration Management for Executives and Managers	\$ 818.55	\$ 963.00	Y		17-18			14-15			17-18		23-24	Catherine Syn	
11		Project Management Masterclass	\$ 818.55	\$ 963.00	Y		17-18			11-12			20-21		9-10	Jack Chua	
12		Supply Chain Management Overview - Procurement Perspective	\$ 818.55	\$ 963.00	Y		20-21				4-5		17-18			David Phua	
13	New	Understanding the Supply Chain Process and Planning	\$ 727.60	\$ 856.00	Y				9-10			16-17		26-27		David Phua	
Communication (General)																	
14		Conflict Management Skills	\$ 436.56	\$ 513.60	Y	15				9			8		14	Francis Claudius	
15		Crisis Management and Communication	\$ 436.56	\$ 513.60	Y	6					4			1		2	James Suresh
16		Effective Communication through Neuro Linguistic Programming (NLP) Techniques	\$ 436.56	\$ 513.60	Y		26			6			19		25	Francis Claudius	
17	New	Emotive Influencing for Workplace Success	\$ 363.80	\$ 428.00					17			3			9	Ryo Leong	
18		Excellent People Skills at Work	\$ 818.55	\$ 963.00	Y		11-12			28-29			11-12		26-27	Caroline Dawson	
19		How to Capitalise and Leverage on Networking	\$ 436.56	\$ 513.60			5			13					2	Kevin Ryan	
20		How to Work More Effectively with Others Using the MBTI	\$ 436.56	\$ 513.60	Y	15				22			22		21	Matthew James	
21	New	Humour Intelligence for Business Professionals	\$ 363.80	\$ 428.00					21			8			12	Kevin Ryan	
22	New	John Maxwell's Everyone Communicates, Few Connect	\$ 727.60	\$ 856.00					12-13			29-30			29-30	Ramylal Fernando	
23	New	Listening – Your Professional Advantage	\$ 363.80	\$ 428.00						18			16		7	Kevin Ryan	
24		Teambuilding That Builds Teamwork and Co-operation	\$ 436.56	\$ 513.60					25			3		23		16	Catherine Syn
25		The Art of Facilitating Effective Meetings	\$ 818.55	\$ 963.00	Y				5-6			1-2		28-29		10-11	Ivan Phua
26		The Art of Influencing and Persuasion	\$ 818.55	\$ 963.00	Y		24-25			14-15			31	1	16-17	Ivan Phua	
27		Understanding Behavioural Styles for Improved Relationships	\$ 436.56	\$ 513.60	Y				25			24		25		2	Francis Claudius
28		Winning with Difficult People	\$ 818.55	\$ 963.00	Y		6-7			6-7			13-14		5-6	Robin Robbins	
Communication (Spoken)																	
29		Advanced Presentation Masterclass	\$ 818.55	\$ 963.00	Y		27-28						24-25		2-3	Lorraine Kwek	
30		Assertiveness Techniques and Approaches	\$ 818.55	\$ 963.00	Y		17-18			26-27			3-4		23-24	Wekie Tay	
31		Effective Communication for Better Workplace Efficiency	\$ 818.55	\$ 963.00	Y			23-24				15-16	27-28		1-2	Grace Lee	
32		Effective Presentation Skills	\$ 818.55	\$ 963.00	Y		13-14		23-24				20-21		5-6	Lorraine Kwek	
33		Effectiveness and Etiquette on the Phone	\$ 436.56	\$ 513.60				5				3		9		9	Caroline Dawson
34		Fine Tuning Your Business English	\$ 818.55	\$ 963.00	Y					2-3				21-22		Andrew McKay	
35		Persuasive Communication	\$ 818.55	\$ 963.00	Y		6-7					1-2		2-3		3-4	James Suresh
36	New	Present Like a Boss With Design Thinking	\$ 727.60	\$ 856.00			30-31			4-5			17-18			Alvin Quah	
37		Public Speaking Skills	\$ 818.55	\$ 963.00	Y	9-10				13-14			23-24		26-27	Wekie Tay	
38		Speak with Confidence and Impact	\$ 818.55	\$ 963.00					30-31			6-7		19-20		17-18	Kevin Ryan

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	Mdis Member	Non Member		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Communication (Written)																	
40		Basic Business Writing in English	\$ 818.55	\$ 963.00	Y			23-24							26-27	Andrew Mckay	
41		Creating Structured Agendas with Productive Minutes	\$ 436.56	\$ 513.60	Y			11		10		4			2	Madeline Ernest	
42		Handling Written Enquiries and Complaints	\$ 818.55	\$ 963.00	Y		20-21			21-22		27-28			12-13	Caroline Dawson	
43		Power Writing Skills for Executives and Managers	\$ 818.55	\$ 963.00	Y	16-17	26-27			19-20		28-29		13-14	10-11	Mae Wong	
44		The Essentials of Email Writing and Etiquette	\$ 436.56	\$ 513.60	Y	13			22		8			28		Caroline Dawson	
45		The Essentials of Report Writing	\$ 436.56	\$ 513.60	Y		3		3			19		14		Madeline Ernest	
Creativity & Innovation																	
46		Creative Brainstorming Techniques using Mind Maps	\$ 727.60	\$ 856.00				23-24		8-9		21-22			17-18	Eric Cheong	
47		Creative Problem Solving and Decision Making	\$ 818.55	\$ 963.00	Y		10-11			14-15		24-25			5-6	Francis Claudius	
48	New	Innovation & Critical Thinking Skills	\$ 363.80	\$ 428.00					20		15			21		Dr. Tan Buck Chye	
49	New	Level Up Your Creativity with Design Thinking	\$ 727.60	\$ 856.00					27-28		23-24			5-6		Alvin Quah	
50	New	Mind Mapping to Improve Productivity @ Work	\$ 363.80	\$ 428.00		15				13		19				Dr. Tan Buck Chye	
51		Out-of-the-Box Thinking and Problem Solving with PRISM ©	\$ 818.55	\$ 963.00	Y			26-27			11-12		7-8		30	1	Ted Chan
Emotional Intelligence (EQ)																	
52		Discovering your True Colours and Building on People Relationships	\$ 1,000.45	\$ 1,177.00	Y	30-31			16-17		20-21			22-23		Eric Cheong / Audrey Ng	
53	New	EQ @ Work	\$ 363.80	\$ 428.00				30				26			25	Dr. Tan Buck Chye	
54		EQ Skills for Team Leaders and Managers	\$ 1,000.45	\$ 1,177.00	Y			12-13		15-16		21-22			3-4	Nadarajan Pillay	
55	New	How to Manage Emotions at the Workplace	\$ 363.80	\$ 428.00		13			27		22			9		Francis Claudius	
56		Managing Anger @ Work	\$ 363.80	\$ 428.00				18		24			2		16	Jeffrey Goh	
57		Using Emotional Intelligence to Manage Oneself and Others at the Workplace	\$ 818.55	\$ 963.00	Y		6-7			21-22		6-7			9-10	Francis Claudius	
Financial Management																	
58		Accounts Receivable Management & Collection Techniques	\$ 363.80	\$ 428.00				24			16		11		20	Raymond Ang	
59		Basic Accounting	\$ 818.55	\$ 963.00	Y				13-14		22-23		24-25		12-13	Lawrence Poh	
60		Budgeting with Excel for Manufacturing Companies	\$ 727.60	\$ 856.00			24-25			28-29		6-7			5-6	Raymond Ang	
61		Effective Costing, Cash Flow Management and Budgetary Control	\$ 1,000.45	\$ 1,177.00	Y		20-21			19-20		13-14			7-8	Lim Kaim Soon	
62	New	EXCEL in Accounting	\$ 727.60	\$ 856.00	Y				23-24			4-5			12-13	Lawrence Poh	
63	New	EXCEL in Financials	\$ 727.60	\$ 856.00		30-31					9-10			26-27		Lawrence Poh	
64		Finance for Non-Finance Professionals	\$ 818.55	\$ 963.00	Y				11-12		13-14		14-15		23-24	Lawrence Poh	
65	New	Inventory Management & Control	\$ 436.56	\$ 513.60	Y	30			24		10		4			Raymond Ang	
66		Understanding and Analysing Financial Statements	\$ 1,000.45	\$ 1,177.00	Y			23-24			24-25		24-25		2-3	Lim Kaim Soon	
67		Crafting a Business Plan and Budget	\$ 727.60	\$ 856.00				13-14					24-25		14-15	Lawrence Poh	
Human Capital Management																	
68	New	Broader Perspective on Office Politics and How to Embrace It	\$ 363.80	\$ 428.00						4		31			9	Maurice Chua	
69		Competency-based Interviews	\$ 727.60	\$ 856.00		20-21			8-9		20-21			5-6		Jack Chua	
70	New	Deliver Impactful Training with Engaging Activities	\$ 363.80	\$ 428.00			21		9		3			9	18	Grace Lee	
71		Employee Engagement with Techniques of Life Cycle Management	\$ 1,136.88	\$ 1,337.50	Y	28-29		19-20			22-23		14-15			Kwok Hoe Choy	
72	New	Growing Your Career in Human Resource	\$ 363.80	\$ 428.00	Y			13			29			30		Maurice Chua	
73		Managing Difficult Employees and Colleagues	\$ 818.55	\$ 963.00		7-8			1-2		6-7			5-6		James Suresh	
74	New	Succession Planning	\$ 727.60	\$ 856.00	Y				13-14				3-4		21-22	Andrew Cheah	
75		Train the Trainer	\$ 1,000.45	\$ 1,177.00	Y			9-10			11-12		21-22		10-11	Grace Lee	
76	New	Workplace Diversity	\$ 363.80	\$ 428.00				23			15			30		Ivan Phua	
77		Workplace Talent Identification and Development	\$ 818.55	\$ 963.00			10-11			18-19		17-18			23-24	Jack Chua	
Marketing																	
78	New	Advanced SEO Masterclass	\$ 727.60	\$ 856.00	Y	20-21				14-15		13-14		12-13		Adrian Ang	
79		Digital Marketing	\$ 727.60	\$ 856.00	Y			16-17			11-12		17-18		14-15	Andrew Chow	
80		Effective Events Management	\$ 818.55	\$ 963.00	Y		4-5			11-12		3-4			2-3	James Suresh	
81		Marketing for Non-Marketing Professionals	\$ 727.60	\$ 856.00			13-14			21-22		13-14			3-4	Dr Donald Tan	
82		Social Media Content Creation Masterclass	\$ 363.80	\$ 428.00		17				20				28		Andrew Chow	
83		Social Media for Employer Branding	\$ 363.80	\$ 428.00					15		9				11	Andrew Chow	
84		Strategic Marketing for Competitive Advantage	\$ 818.55	\$ 963.00	Y		27-28			28-29		20-21			26-27	Dr Donald Tan	

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Sales																	
85	New	Dynamic Selling Skills	\$ 727.60	\$ 856.00	Y		27-28			18-19			3-4		1-2	Wekie Tay	
86		Effective Negotiation Skills	\$ 818.55	\$ 963.00	Y		24-25			11-12		29-30			9-10	Wekie Tay	
87	New	Effective Sales Force Management That Delivers Results	\$ 727.60	\$ 856.00	Y			2-3		28-29			21-22			Clement Ng	
88		Effective Telemarketing Techniques	\$ 818.55	\$ 963.00	Y	30-31			6-7			9-10		15-16		Wekie Tay	
89		How to Win and Close Deals	\$ 818.55	\$ 963.00	Y			16-17			25-26		7-8		7-8	Wekie Tay	
90		Key Account Management	\$ 818.55	\$ 963.00	Y		6-7			26-27			6-7		16-17	Clement Ng	
91		Leading Edge Selling Skills - For Today's Client	\$ 818.55	\$ 963.00	Y		3-4				18-19				19-20	Kevin Ryan	
92		Negotiating For Results Masterclass	\$ 818.55	\$ 963.00	Y			30-31				24-25			17-18	Celina Gan	
93		Successful Selling Using Psychological Techniques	\$ 818.55	\$ 963.00	Y	13-14			23-24			27-28		29-30		Ted Chan	
Personal Effectiveness & Productivity																	
94		ABC to Brain Smart Speed Reading Techniques	\$ 436.56	\$ 513.60	Y			25			4		9		3	Eric Cheong	
95	New	Achieving Personal & Professional Success	\$ 363.80	\$ 428.00					16			22		14		Dr. Tan Buck Chye	
96		Achieving Wellness Through Mind, Body and Soul	\$ 727.60	\$ 856.00				4-5				8-9		7-8		James Suresh	
97		Birds of Different Feathers can Flock Together	\$ 363.80	\$ 428.00			26			20			26		4	Jeffrey Goh	
98		Boost Your Charisma & Likeability	\$ 363.80	\$ 428.00				18		4			25		27	Albert Kho	
99		Boosting Productivity Through Mindset Change	\$ 727.60	\$ 856.00				11-12			10-11		10-11		18-19	Clement Ng	
100		Brain Boost Your Memory at the Workplace	\$ 727.60	\$ 856.00			3-4				5-6		27-28		30	1	Eric Cheong
101		Corporate Etiquette and Professional Image	\$ 436.56	\$ 513.60	Y			20				3		16		2	Teo Ser Lee
102		Developing Personal Resilience	\$ 363.80	\$ 428.00				17				23		15		8	Jack Chua
103		Effective Time and Stress Management at the Workplace	\$ 363.80	\$ 428.00				28			13		5		4	Francis Claudius	
104		Embracing Change in Today's Disruptive Economy	\$ 363.80	\$ 428.00				12			13		19		11	Eric Cheong	
105		Even Eagles Need a Push	\$ 363.80	\$ 428.00		8				15		15		7		Jeffrey Goh	
106		H.E.A.R.T @ Work	\$ 363.80	\$ 428.00			11					5		1		James Suresh	
107	New	Increase Your Productivity with G-Suite and Other Tools	\$ 727.60	\$ 856.00	Y					29-30			2-3		3-4	Alvin Quah	
108	New	John Maxwell's 15 Invaluable Lessons of Growth	\$ 727.60	\$ 856.00			20-21				26-27		17-18			Ramlyal Fernando	
109	New	Positive Psychology to Improve Happiness at Work	\$ 363.80	\$ 428.00				23				10		23		9	James Kwan
110		Root Cause Analysis	\$ 727.60	\$ 856.00	Y					16-17			20-21		15-16	10-11	Andrew Cheah
111	New	Smart Time Management	\$ 363.80	\$ 428.00				3					2		4	James Suresh	
112		Taking Initiative	\$ 727.60	\$ 856.00	Y	22-23				27-28			9-10		22-23	Jeffrey Goh	
113		The 7-Ups to Personal Effectiveness	\$ 363.80	\$ 428.00				4					17		9	Jeffrey Goh	
114	New	The Power of "Coloured Brain" Communication and Personal Effectiveness for Career Brilliance	\$ 727.60	\$ 856.00						6-7				3-4	30	1	Celina Gan
115		Unleash your Potential with Image and Social Media Management	\$ 436.56	\$ 513.60	Y						8		27		19	Elaine Heng	
116	New	Using Social Media for Career Success	\$ 363.00	\$ 428.00				19				18		24		Elaine Heng	
Risk Management																	
117		Effective Anti-Corruption and Anti-Bribery Masterclass	\$ 545.70	\$ 642.00	Y			19					27		25	Sylvia Lim	
118		Effective Credit Risk Assessment and Revenue Collection Process	\$ 363.80	\$ 428.00						20			17		14	Sylvia Lim	
119		Establishing an Effective Enterprise Risk Management Process	\$ 545.70	\$ 642.00	Y			25					21		16	Sylvia Lim	
120		Internal Controls Masterclass	\$ 727.60	\$ 856.00				17-18				22-23			17-18	Sylvia Lim	
121	New	Operational Risk Management	\$ 727.60	\$ 856.00	Y				27-28				15-16		28-29	James Kwan	
122		Procurement Fraud Prevention and Detection Masterclass	\$ 727.60	\$ 856.00						8-9			6-7		30 Oct -1 Nov	Sylvia Lim	
Service Excellence																	
123		Creating a Customer Centric Service Experience	\$ 727.60	\$ 856.00				16-17				25-26		10-11		14-15	Grace Lee
124		Creating Win-Win Relationships with Internal and External Customers	\$ 727.60	\$ 856.00	Y		17-18					18-19		31	1	12-13	Grace Lee
125		Exceptional Customer Service	\$ 727.60	\$ 856.00	Y	16-17				20-21			6-7		8-9	Catherine Syn	
126		Handling Difficult Customers and Complaints	\$ 727.60	\$ 856.00	Y			26-27				8-9		24-25		7-8	Catherine Syn
127		Impressing your Customers by Going the Extra Mile	\$ 363.80	\$ 428.00			26				20			26		4	Elena Tan
128		Saying "No" Positively	\$ 727.60	\$ 856.00	Y			5-6	2-3				27-28	28-29		Grace Lee	

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Supervisory Management																		
129	Becoming a Successful Coach and Mentor	\$ 818.55	\$ 963.00	Y		10-11			28-29			27-28			7-8	Jeffrey Goh		
130	Building Great and Successful Team Relationships using Click Colors ®	\$ 363.80	\$ 428.00				11			10			24		16	Eric Cheong / George T Mohan		
131	Engage Employees with Effective Feedback	\$ 363.80	\$ 428.00					1			30		16		9	Albert Kho		
132	New Enhance Team Effectiveness through Capability Development	\$ 727.60	\$ 856.00	Y		13-14			11-12			3-4				Lionel Lim		
133	Essential Managerial Skills	\$ 818.55	\$ 963.00	Y			2-3			1-2			9-10		17-18	Andrew Cheah		
134	Managing Dysfunctions in Teams	\$ 727.60	\$ 856.00				2-3			2-3			7-8		21-22	Jack Chua		
135	Supervisory Skills for the New Supervisors	\$ 1,000.45	\$ 1,177.00	Y	30-31				20-21			23-24			2-3	Nadarajan Pillay		
136	Team Management Skills	\$ 818.55	\$ 963.00	Y	20-21				29-30			16-17			22-23	Francis Claudius		
Team Leadership																		
137	New "Brilliant" Communication and Leadership to Build Meaningful Relationships and Successful Teams	\$ 727.60	\$ 856.00	Y	16-17				21-22			11-12				Celina Gan		
138	Developing Frontline Leaders	\$ 818.55	\$ 963.00	Y			26-27			22-23			14-15			Ivan Phua		
139	Effective Team Leadership	\$ 818.55	\$ 963.00	Y	13-14				23-24			2-3			19-20	Clement Ng / Patricia Wellington		
140	New Facilitative Leadership: Maximising Team Contributions	\$ 727.60	\$ 856.00	Y	9-10					4-5					12-13	Lionel Lim		
141	New Good Leaders Succeed; Great Leaders Excel	\$ 818.55	\$ 963.00	Y					2-3			13-14		26-27		Dr. Tan Buck Chye		
142	New John Maxwell's Leadership Gold	\$ 727.60	\$ 856.00				30-31			18-19			21-22			Ramlyal Fernando		
143	Leading High Performance Teams	\$ 818.55	\$ 963.00	Y					27-28		8-9		28-29		23-24	Clement Ng / Patricia Wellington		
144	Managerial Leadership for Mid-Level Managers	\$ 1,000.45	\$ 1,177.00	Y		17-18				18-19			6-7		29-30	Kwok Hoe Choy		
145	The Art of Leadership	\$ 818.55	\$ 963.00	Y					28-29	29-30					25-26	14-15	Dr. Sheh Seow Wah	
146	The Evolved Leader: Unleash Your Intuitive Intelligence	\$ 545.70	\$ 642.00	Y	6				22			22			21		Dr. Sheh Seow Wah	
147	Transformational Leadership	\$ 818.55	\$ 963.00	Y	28-29			5-6				29-30			5-6		Clement Ng	
148	When to be a Boss, Leader and Manager	\$ 818.55	\$ 963.00	Y		27-28				5-6			20-21			5-6	Caroline Dawson	
IT Short Course																		
Microsoft Excel																		
149	Microsoft Excel 2013 – Level 1 Essentials	\$ 272.85	\$ 321.00	Y			26-27					20-21			1-2		Microsoft Certified Trainer	
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152	Microsoft Excel 2013 – Level 5 (Introduction to Excel VBA)	\$ 363.80	\$ 428.00	Y	16-17				16-17				23-24		19-20		Microsoft Certified Trainer	
153	Data Management Analytics with Pivot Tables (Excel 2013)	\$ 363.80	\$ 428.00	Y	15				22			8			21		Microsoft Certified Trainer	
154	Microsoft Excel 2016 – Level 1 Essentials	\$ 272.85	\$ 321.00	Y			6-7			4-5			17-18		16-17		Microsoft Certified Trainer	
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157	Microsoft Excel 2016 – Level 3 Beyond Advanced	\$ 363.80	\$ 428.00	Y				23-24				22-23			24-25		1-2	Microsoft Certified Trainer
158	Microsoft Excel 2016 – Level 4 Charting Techniques	\$ 363.80	\$ 428.00	Y					2-3			29-30			5-6	17-18	Microsoft Certified Trainer	
159	Microsoft Excel 2016 – Level 5 (Introduction to Excel VBA)	\$ 363.80	\$ 428.00			27-28				21-22			27-28		26-27		Microsoft Certified Trainer	
160	Data Management Analytics with Pivot Tables (Excel 2016)	\$ 363.80	\$ 428.00			5				20			19		11		Microsoft Certified Trainer	
Microsoft PowerPoint																		
161	Microsoft PowerPoint 2013 – Level 1 Essentials	\$ 272.85	\$ 321.00	Y		3-4					11-12				17-18		Microsoft Certified Trainer	
162	Microsoft PowerPoint 2013 – Level 2 Advanced	\$ 272.85	\$ 321.00	Y				19-20				6-7			29-30		Microsoft Certified Trainer	
163	Microsoft PowerPoint 2016 – Level 1 Essentials	\$ 272.85	\$ 321.00	Y					13-14				27-28		15-16		Microsoft Certified Trainer	
164	Microsoft PowerPoint 2016 – Level 2 Advanced	\$ 272.85	\$ 321.00	Y		13-14				18-19			24-25		23-24		Microsoft Certified Trainer	
Microsoft Word																		
165	Microsoft Word 2013 – Level 1 Essentials	\$ 272.85	\$ 321.00		13-14					11-12					14-15		Microsoft Certified Trainer	
166	Microsoft Word 2013 – Level 2 Advanced	\$ 272.85	\$ 321.00			20-21					18-19				12-13		Microsoft Certified Trainer	
167	Microsoft Word 2016 – Level 1 Essentials	\$ 272.85	\$ 321.00	Y				9-10				13-14			2-3		Microsoft Certified Trainer	
168	Microsoft Word 2016 – Level 2 Advanced	\$ 272.85	\$ 321.00	Y					20-21				11-12			10-11	Microsoft Certified Trainer	

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