



# EXECUTIVE DEVELOPMENT PROGRAM 2017

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INTEGRATED MANAGEMENT SOLUTIONS  
FOR ORGANIZATION TRANSFORMATION

No.	PUBLIC TRAINING	Hours	Days	Price (IDR)	PARTICIPANTS				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
					Staff	Spv	Mgr	Sr Mgr												
<b>DECISION SCIENCE</b>																				
1.	Strategic Decision Making	16	2	5.050.000		●	●			15-16		22-23			02-03		18-19		06-07	
2.	Minaut Indonesia - Problem Solving & Decision Making	40	5	7.700.000		●	●	●	23-27	20-24	20-24	15-19	17-21	21-25	25-29	23-27	20-24		11-15	
3.	Practical Problem Solving 🎓	16	2	4.800.000	●	●				01-02	12-13		07-08		15-16	13-14		01-02 28-29	19-20	
4.	Creative Thinking Technique	16	2	4.900.000	●	●	●			22-23		30-31			09-10		03-04		13-14	
<b>HUMAN RESOURCES MANAGEMENT</b>																				
5.	Human Resources Management 🎓	40	5	6.400.000	●	●	●		06-10	06-10	03-07	15-19		24-28		11-15	09-13	06-10	11-15	
6.	Comprehensive Job Analysis	24	3	4.400.000		●	●					17-19					25-27			
7.	Designing Training Program	20	2.5	5.050.000		●	●		21-23							27-29			18-20	
8.	Evaluating Training Program	16	2	4.600.000			●				12-13						11-12			
9.	Measuring Return On Training Investment - ROTI	16	2	4.700.000			●	●	01-02				23-24						08-09	
10.	Remuneration Management	24	3	4.700.000	●	●	●				05-07				02-04		18-20			
11.	Industrial Relations Conflict Resolution	16	2	4.100.000		●	●	●			12-13				15-16				15-16	
12.	Competency Based HRM/CBHRM	20	2.5	4.850.000		●	●	●		22-24		08-10		19-21		06-08			01-03	
13.	Designing Competency Model	16	2	4.600.000		●	●				20-21				23-24				22-23	
14.	Competency Based Recruitment & Selection	20	2.5	5.050.000		●	●	●				03-05							06-08	
15.	Practical Behavior Based Interview	16	2	4.600.000		●	●				26-27				30-31				29-30	
16.	Designing Learning Program	24	3	4.600.000		●	●	●		08-10					09-11				15-17	
17.	Talent Management	16	2	4.600.000		●	●		25-26				30-31			19-20			29-30	
	Human Capital Management Certification (HCMC)			20.000.000																
	Modul 1 : Alligning HCM Strategy and Corporate Strategy	32	4	6.800.000		●	●			14-17						12-15				
18.	Modul 2 : Acquisitlon and Develop the Right Employee	24	3	5.000.000		●	●				11-13							04-06		
	Modul 3 : Retain the Best Employee	24	3	5.000.000		●	●					22-24							01-03	
	Modul 4 : Increase Employee Engagement	24	3	5.000.000		●	●							19-21					18-20	
19.	Assessment Center Assessor Certification	40	5	9.800.000		●	●	●	30 Jan - 03 Feb	06-10	03-07				21-25	25-29	23-27	20-24	11-15	
<b>GENERAL MANAGEMENT</b>																				
20.	Training for Trainers	24	3	5.950.000	●	●	●	●		21-23		26-28			08-10		03-05	07-09		
21.	Key Performance Indicators	16	2	4.100.000	●	●	●			01-02			07-08				04-05		06-07	
22.	Office Management	24	3	5.200.000	●	●	●		01-03				03-05			13-15			06-08	
23.	Filing Management	16	2	4.700.000	●	●	●				20-21				03-04				01-02	
24.	Designing Standard Operating Procedure (SOP) 🎓	16	2	4.050.000	●	●			22-23		12-13		07-08		30-31		25-26	29-30		
25.	Young Manager's Program	110	28	19.500.000	●	●				29 Mar - 19 May							26 Sept - 17 Nov			
26.	Management for Professional Secretary 🎓	24	3	5.400.000	●					22-24			07-09					11-13	18-20	

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					Staff	Spv	Mgr	Sr Mgr												
PERSONAL EFFECTIVENESS																				
27.	Effective Business Communication	20	2.5	4,400,000	●	●				08 - 10		22 - 24		26 - 28			18 - 20		18 - 20	
28.	Report Writing	20	2.5	5,200,000	●	●	●			29 - 31			13 - 15		09 - 11			15 - 17		
29.	Powerful Business Presentation	20	2.5	4,400,000	●	●	●			15 - 17						06 - 08			06 - 08	
30.	Time Management	16	2	4,200,000	●	●	●		01 - 02		20 - 21	30 - 31			15 - 16		04 - 05		19 - 20	
31.	Stress Management	16	2	4,100,000	●	●	●	●				09 - 10						18 - 19		
32.	Interpersonal Softskills	16	2	4,100,000	●	●	●		08 - 09					19 - 20				08 - 09		
MARKETING MANAGEMENT																				
33.	Advanced Competitive Marketing Strategy (New)	24	3	5,400,000		●	●	●		01 - 03		03 - 05			23 - 25				06 - 08	
34.	Building Brand Equity & Positioning (New)	24	3	5,100,000		●	●					22 - 24					18 - 20			
35.	Marketing Management	24	3	5,300,000	●	●			07 - 09			16 - 18				12 - 14		21 - 23		
36.	Building Service Culture	16	2	4,400,000		●	●				12 - 13					19 - 20			13 - 14	
37.	Customer Satisfaction Management	20	2.5	4,400,000		●	●	●				03 - 05			09 - 11			15 - 17		
38.	Customer Service Orientation Enhancement	16	2	4,400,000	●	●	●				20 - 21				30 - 31			29 - 30		
39.	Marketing Channel Strategy	20	2.5	5,050,000		●	●	●				26 - 28					04 - 06			
40.	Sales Management	20	2.5	5,050,000		●	●		08 - 10					07 - 09			25 - 27			
41.	Salesmanship	16	2	4,400,000	●	●					05 - 06			19 - 20				08 - 09		
42.	Negotiation Skill for Business	20	2.5	5,050,000	●	●	●	●	24 - 26	14 - 16		08 - 10			01 - 03	06 - 08	31 Oct - 02 Nov	18 - 20		
43.	Digital Marketing	16	2	4,050,000	●	●						23 - 24			15 - 16			15 - 16		
44.	Impactful Social Media Marketing	16	2	4,050,000	●	●	●		01 - 02						02 - 03		18 - 19			
45.	Applied Marketing Research	20	2.5	5,050,000	●	●					26 - 28						11 - 13			
46.	Supervisor and Manager Marketing Upgrowth Program (New)	40	5	7,500,000		●	●							24 - 28					11 - 15	
FINANCIAL MANAGEMENT																				
47.	Finno 1 : Understanding Financial Statement @	20	2.5	5,700,000	●	●	●	●	31 Jan - 02 Feb	28 Feb - 02 Mar	29 - 31	26 - 28		13 - 15	01 - 03	05 - 07	03 - 05	28 - 30	31 Oct - 02 Nov	18 - 20
48.	Finno 2 : Profit Planning & Capital Budgeting	16	2	4,600,000	●	●	●					09 - 10				13 - 14		15 - 16		
49.	Working Capital Management	16	2	4,600,000	●	●	●					17 - 18			19 - 20				06 - 07	
50.	Effective Cost Management	20	2.5	4,700,000	●	●			08 - 10			03 - 05					18 - 20		13 - 15	
51.	Budgeting	16	2	5,150,000	●	●	●	●			20 - 21	30 - 31			15 - 16		25 - 26	22 - 23		
52.	Financial Statement Analysis	16	2	5,400,000		●	●		22 - 23	22 - 23		23 - 24			09 - 10	27 - 28		29 - 30		
53.	Financial Projection & Valuation	16	2	4,700,000	●	●	●			30 - 31				26 - 27				08 - 09		
54.	Internal Audit	40	5	5,300,000		●	●			06 - 10										
55.	Forensic Accounting & Fraud Investigation	24	3	5,150,000	●	●	●		25 - 27			05 - 07			23 - 25				13 - 15	
56.	Financial Aspects on Feasibility Study (New)	16	2	4,500,000	●	●	●					23 - 24					11 - 12			

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					Staff	Spv	Mgr	Sr Mgr												
<b>OPERATION MANAGEMENT</b>																				
57.	Production/Operation Management	36	4.5	6.050.000	●	●					03-07					04-08		06-10		
58.	Quality Management	16	2	4.300.000	●	●						09-10						04-05		
59.	Supply Chain Management	24	3	6.050.000	●	●	●			07-09		03-05				01-03		10-12	14-16	
60.	Production/Operation Planning & Control	36	4.5	5.950.000	●	●	●					15-19						30 Oct-	03 Nov	
61.	Inventory Management 	24	3	5.450.000	●	●	●			14-16			13-15				05-07			12-14
62.	Purchasing Management	20	2.5	5.600.000	●	●	●	25-27				04-06		06-08		29-31		17-19		05-07
63.	Warehouse Management 	20	2.5	5.500.000	●	●	●			01-03		08-10					13-15		28-30	
64.	Maintenance Management	24	3	5.150.000	●	●	●					26-28								21-23
65.	Logistic Management	16	2	4.300.000	●	●	●		09-10					26-27				25-26		
66.	Project Management	24	3	6.200.000	●	●	●	24-26		21-23		22-24		18-20	22-24	26-28		14-16	18-20	
67.	Owner's Estimate	20	2.5	4.400.000	●	●	●	●				17-19								22-24
68.	Project Procurement and Risk Management	16	2	4.300.000	●	●	●		08-09			30-31								08-09
69.	Operation Excellence	24	3	4.300.000	●	●	●				11-13					09-11				06-08
70.	Lean System	16	2	4.300.000	●	●	●				20-21									29-30
71.	Cost Reduction Strategy	16	2	4.100.000	●	●	●		01-02			30-31					19-20			

<b>STRATEGIC MANAGEMENT</b>																				
72.	Company Strategic Planning	20	2.5	6.200.000	●	●	●			01-03		17-19				13-15		22-24		
73.	Managing Organizational Change	16	2	4.800.000	●	●	●				20-21							04-05		
74.	Business Model Canvas	20	2.5	5.200.000	●	●	●				26-28				25-27		26-28			06-08
75.	Business Process Mapping	16	2	4.100.000	●	●	●	08-09				03-04						25-26		19-20
76.	Feasibility Study	20	2.5	5.700.000	●	●	●				11-13						06-08		15-17	
77.	Integrated Risk Management	20	2.5	5.700.000	●	●	●			15-17		08-10			23-25					01-03
78.	Innovation Strategy	16	2	5.700.000	●	●	●		01-02		26-27						06-07			
79.	Product Innovation Management	24	3	5.200.000	●	●	●		22-24			03-05								18-20
80.	Managing Innovation For Growth	24	3	5.200.000	●	●	●					17-19								08-10

<b>MANAGING OTHER</b>																					
81.	Effective Supervisory Management 	24	3	5.950.000	●	●	●	24-26	21-23	21-23	19-21	06-08			08-10	12-14	10-12	28-30	31 Oct-	02 Nov	18-20
82.	Managing People	20	2.5	5.150.000	●	●	●			15-17		03-05			23-25					22-24	
83.	Effective Leadership 	16	2	5.950.000	●	●	●	21 Jan-01 Feb	28 Feb-01 Mar	30-31		23-24	13-14		01-02	05-06	03-04	14-15	12-13		
84.	Leader as A Coach 	16	2	4.300.000	●	●	●		08-09			09-10			29-30					08-09	

 Support with E-Learning program (please check on the next page)

All Program Will Be Presented In Bahasa Indonesia

# SERTIFIKASI NASIONAL INDONESIA

No.	PROGRAM	Jam	Hari	Harga	JAN	FEB	MAR	APR	MEI	JUN	JUL	AGU	SEP	OKT	NOV	DES
<b>PROFESI PENGADAAN BARANG / JASA</b>																
1.	Pengadaan Barang/Jasa Pemerintah	40	5	5.300.000		20 - 24		03 - 07			21 Jul - 04 Agu			30 Okt - 03 Nov		
<b>PROFESI MANAJEMEN RISIKO</b>																
2.	Certified Risk Management Officer (CRMO)	26	4	6.500.000		28 Feb - 03 Mar	10 - 13				18 - 21			24 - 27		
3.	Certified Risk Management Professional (CRMP)	38	6	10.600.000					15 - 20						20 - 25	
4.	Certified Risk Governance Professional (CRGP)	24	3	10.200.000			22 - 24						13 - 15			
<b>PROFESI MANAJER SDM</b>																
5.	Jalur Cepat	8	1	2.500.000				28					08			08
6.	Jalur Akselerasi	40	5	8.100.000				03 - 07			24 - 28		25 - 29		20 - 24	
7.	Jalur Komprehensif															
1.	Strategi Pengelolaan SDM	16	2	6.100.000			06 - 07					07 - 08				
2.	Perencanaan & Pengadaan SDM	16	2	6.100.000				03 - 04					04 - 05			
3.	Pengembangan Organisasi	24	3	7.000.000					08 - 10					02 - 04		
4.	Pembelajaran & Pengembangan	16	2	6.100.000						05 - 06					06 - 07	
5.	Manajemen Talenta	16	2	6.100.000							27 - 28					04 - 05
6.	Manajemen Karir	16	2	6.100.000			30 - 31					28 - 29				
7.	Manajemen Kinerja	16	2	6.100.000				20 - 21					25 - 26			
8.	Manajemen Remunerasi	16	2	6.100.000					29 - 30					30 - 31		
9.	Hubungan Industrial	16	2	6.100.000						12 - 13					27 - 28	
10.	Sistem Informasi & Administrasi	16	2	6.100.000								31 Jul - 01 Agu				11 - 12
	<i>Uji Kompetensi</i>	2 - 3	1	2.500.000												

Setiap Hari Sabtu di Akhir Bulan

## REGISTRATION PROCEDURES

### Public Training

- Registration can be done at the Public Training Division in person or by telephone, letter, email or fax. Monday – Friday from 08.00 – 15.30.
- To participate in the Executive Development Program, a participant – to be is expected to confirm and to pay the training fee no later than 1 (one) week before the training commences.
- We will not guarantee a place for the participants in the training (or the participant is included in the waiting list), unless we have received the payment receipt or registration confirmation form

### E-Learning

- Registration can be done at the E-Learning Division in person or by telephone, letter, email or fax. Monday – Friday from 08.00 – 15.30
- To access in the E-Learning, a participant should pay first to get username and password for login [www.elearning-ppm.com](http://www.elearning-ppm.com)

## METHOD OF PAYMENT

- Directly to Public Training

By Bank Transfer to :

- Bank Mandiri – Thamrin Branch ; Acc. No. 103 – 00 – 8528858 – 3 a/n Yayasan Pendidikan & Pembinaan Manajemen
  - Bank Central Asia – Wuitang Branch ; Acc. No. 686-0138-555 a/n Yayasan Pendidikan & Pembinaan Manajemen
- Please send the copy of bank transfer form to Public Training by email or fax.

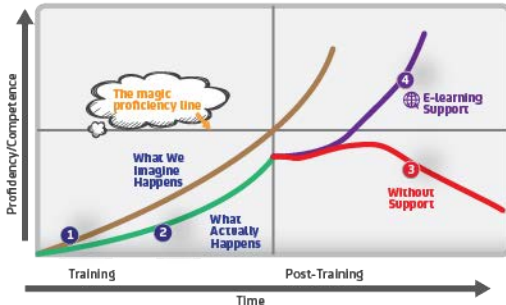
## DISCOUNT PROGRAM

- Early Bird Discount  
10% discount will be given if cost has been paid at least 15 days before the starting date of the training, or
- Quantity Discount  
- Not apply to:  
1. Assesment Center Asesor Certification 3. Sertifikasi Nasional Indonesia  
2. Human Capital Management Certification 4. Young Manager's Program
- Get 1 free participant, for at least 5 participants in the same program at the same time
- Get 1 free participant, for at least 10 participants in year 2017

# E-LEARNING SUPPORT

Never Memories something that you can look up

Are learners truly competent after training?



Source: Mark Rosenberg, At the Moment of Need: The Case For Performance Support, eLearning Guild White Paper, 2013

## E-LEARNING SUPPORT

Online modules are used by the participants as the content strengthen and reinforce the knowledge and competency obtained after the training

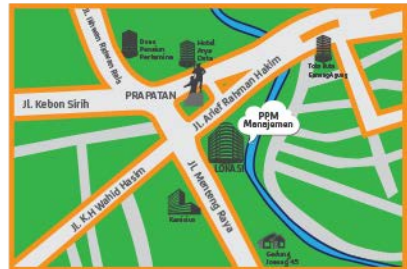


## E-LEARNING PROGRAM

- Effective Supervisory Management
- Effective Leadership
- Human Resource Management
- Inventory Management
- Warehouse Management
- Finnon 1 : Understanding Financial Statement
- Management for Profesional Secretary
- Designing SOP
- Practical Problem Solving

Price/modul : IDR 250.000

## Location



## PPM MANAJEMEN

Jl. Menteng Raya 9, Jakarta 10340 - Indonesia  
Phone. 021 - 2300313  
Mobile. 0821 1121 4112  
Fax. 021 - 230 2051

Email : public\_tr@ppm-manajemen.ac.id  
daftar@ppm-manajemen.ac.id  
e-learning@ppm-manajemen.ac.id

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 PPM Manajemen

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