



Seminar Calendar: January - December 2017

2017 年研讨会日程表

Schedule	Topics	Language	Price in RMB (Members/ Non-members)
January			
9	Managing Emails and Schedules Using Lotus Notes	CN	1200/1400
9	How to Use Cause & Effect Diagrams? new	EN	4000/4500
11-12	Working Smart with Excel	CN	1600/1800
February			
13-14	MS Office Advanced Skills for HR	CN	1600/1800
14	Working with Excel Functions	CN	800/1000
15-16	Essential AutoCAD Skills:2D Drawing Intermediate	CN	1600/1800
16	Chinese Labor Law in a Nutshell - Explained to Foreigners	EN	3000/3500
17	Excel Data Management and Analysis	CN	800/1000
20-21	Working Smart with Microsoft Project	CN	2400/2600
23-24	China's AEO Customs Certification and Management, Enterprise Self-assessment and Response Regarding to Royalties Customs Inspection	CN	4000/4500
23-24	Design Thinking: From Ideas to Action new	EN	4000/4500
23-24	Quality Function Deployment new	CN	2250/2450
24	LEAN LEADERSHIP & MANAGEMENT FOR EXECUTIVES	EN	To be D
28	How to Be a Professional Receptionist	CN	2000/2200
March			
1	Time and Stress Management	CN	2000/2200
2	Effective Meeting Management	CN	2500/2800
2-3	Communication, Influencing & Negotiation Skills	CN	4000/4500
2-3	Bikablo ® Training - The World of Visual Language new	EN	4800/5200
2-3	LEAN BOOTCAMP - Important Lean Know-how for Manufacturing Excellence in China	CN	To be D
3	Expatriate Employment - Dealing with New Legal Challenges	EN	2000/2500
3	Preventive Quality Assurance - Design and Process FMEA	CN	2000/2500
3	Hazardous Substance Management and Control and Supply Chain Management new	CN	1000/1200
6-7	Working Smart with Word	CN	1600/1800
7	Intelligent Factory - Lean Meets Industry 4.0	EN	To be D
9	Say It with Charts: Presenting Data Graphically in Excel	CN	800/1000
9-10	Essential Leadership: Module One	EN	4000/4500
13	High Voltage Safety of Electrical Vehicles LV1 new	CN	1800/2000
13-14	Working Smart with PowerPoint	CN	1600/1800
14-15	Bridging the Culture Gap-Living, Working and Leading in China	EN	4000/4500
14-15	Effective Communication and Presentation Skills	CN	4000/4500
14-16	ISO 26262 Functional Safety Certification Program new	CN	24800/25000
15	Successful Design with PowerPoint	CN	800/1000
16	No fear of Brainstorming new	EN	4000/4500
16-17	Effective Selling Skills	CN	4000/4500
16-17	Lean Production Enabled by Industry 4.0	CN	4000/4500
20	Say It with Charts: Business Diagrams with MS Office	CN	1200/1400
20-21	Supplier Management and Improvement new	CN	3630/3830



22	Visualization 1.0 new	CN	2180/2400
23-24	Building High Performance EA / PA / Assistants Training	CN	4500/5000
24	How to Design Your Production Line Lean and Intelligent?	CN	2000/2500
24-25	Boosting Your Business Success with Emotional Intelligence new	CN	4200/4800
27-28	Working with Excel Macro & VBA	CN	2400/2600
27-28	LEAN ADMINISTRATION - Methods of Lean in Indirect Areas	EN	To be D
28-29	Strategic Performance Management - Application and Practice on Balanced Scorecard new	CN	4000/4500
29-30	Smart Team Leadership with Professional Facilitation Skills new	CN	4000/4500
30-31	Customs Management of Commodity Classification on Import and Export Cargo and the Analyze of Its Processing Skill Relating to Technique	CN	4000/4500
30-31	Strategic Thinking	EN	4000/4500

April

6-7	Performance Management and Effective Coaching Skills	CN	4000/4500
11-12	Working Smart with Microsoft Project	CN	2400/2600
11-12	Authenticity and Individualism - in Leadership new	EN	6000/6500
11-14	High Voltage Safety of Electrical Vehicles LV2A new	CN	7800/8000
13-14	Project Management	CN	4000/4500
14	Flexible Production Planning: The Key to Competitive Edge	CN	2000/2500
17	SharePoint 2013 for Efficient Team Collaboration	CN	1200/1400
17	LEAN LEADERSHIP & MANAGEMENT FOR EXECUTIVES	EN	To be D
18-19	HR Training for Non- HR Manager new	CN	4000/4500
18-19	Working Smart with Excel	CN	1600/1800
19-20	Supplier Quality Management new	CN	4000/4500
19-21	Controlling in 5 Stages: Stage 1 "Controlling & Controller"	CN	9800/10800
19-21	Essential AutoCAD Skills:2D Drawing Basics	CN	2400/2600
19-21	ISO/IEC17025 Internal Auditor Training new	CN	3300/3500
20	Unveiling the Secret of Data: PivotTable in Depth	CN	1200/1400
20-21	German Business Culture	CN	4000/4500
20-21	Developing Sales Strategy new	CN	4000/4500
21	Application of 5S Principle and Visual Management into Demonstration Line of Industry 4.0	CN	2000/2500
24-25	Crash Course Controlling for Non-Financial Managers & Professionals	EN	6800/7500
24-26	High Voltage Safety of Electrical Vehicles LV2B new	CN	5800/6000
25-26	Basic Management Skills	CN	4000/4500
25-26	Convincing & Influential Power - Persuade Others and Sustain Impact new	EN	4000/4500
27-28	Design of Experiment (DOE) new	CN	2930/3130
28	Systematic Approach to Failure Prevention - Poka-Yoke	CN	2000/2500
28	APQP Practice new	CN	2800/3000

May

5	Say It with Charts: Presenting Data Graphically in Excel	CN	800/1000
8-9	LEAN ADMINISTRATION - Methods of Lean in Indirect Areas	CN	To be D
9-10	Excellence in Customer Service	CN	4000/4500
9-10	Leadership Coaching Skill (LCS)	CN	5000/5500
9-10	MS Office Advanced Skills for HR	CN	1600/1800
9-11	BRC - Food (British Retail Consortium - Food Technical Standard) (7th edition) Internal Auditor new	CN	2500/2700
10	Fundamentals of Access Database	CN	800/1000
11-12	Creative Problem Solving & Decision Making	CN	4000/4500
11-12	Advanced Application of Access Database	CN	1600/1800



11-12	How to Upgrade Your Internal Logistics to Lean and Smart ?	CN	4000/4500
15-16	Working Smart with PowerPoint	CN	1600/1800
16-17	Recruitment and Interview Skills Training Camp new	CN	4000/4500
16-17	Human Skills and Leadership (HSL) - BASIC MODULE „ME“	EN	6500/7000
17	Successful Design with PowerPoint	CN	800/1000
18	Excel Data Management and Analysis	CN	800/1000
18-19	Customs Clearance Efficiency and Cost Control	CN	4000/4500
18-19	Leading for Creativity new	EN	4000/4500
19	How to Analyze Your Product Cost Structure Systematically?	CN	2000/2500
22-23	MS Excel Advanced Skills for Finance	CN	1600/1800
23-24	Project Management	EN	6000/6500
23-24	Human Skills and Leadership (HSL) - BASIC MODULE „YOU “	EN	6500/7000
25-26	How Team Leader Build High Performance & Cohesive Teams?	CN	4000/4500
25-26	Optimization of Value-streams by IT Shopfloor Solutions	CN	4000/4500

June

5-6	Human Skills and Leadership (HSL) - BASIC MODULE „WE “	EN	6500/7000
7	How to Use Cause & Effect Diagrams? new	EN	4000/4500
8	Managing Emails and Schedules Using Microsoft Outlook	CN	800/1000
8-9	Working with Excel Macro & VBA	CN	2400/2600
9	The X, Y, & Z of Management: Binding Generations new	EN	3000/3500
9	Quality Foundation---Walk out the Quality Maze. new	CN	2000/2500
13-14	EQ Coaching new	CN	4000/4500
13-14	Smart Team Leadership with Professional Facilitation Skills new	CN	4000/4500
14-16	Controlling in 5 Stages: Stage 1 “Controlling & Controller”	CN	9800/10800
15-16	Leadership Skills in the Changing Era	CN	4000/4500
15-16	POKA-YOKE Mistake Proofing In Design and Manufacture new	CN	2250/2450
15-16	LEAN BOOTCAMP - Important Lean Know-how for Manufacturing Excellence in China	EN	To be D
16	Preventive Quality Assurance - Design and Process FMEA	CN	2000/2500
19	Intelligent Factory - Lean Meets Industry 4.0	EN	To be D
20-21	Talent Management new	CN	4000/4500
22-23	Key Account Management Workshop new	CN	4000/4500
22-23	Lean Production Enabled by Industry 4.0	CN	4000/4500
23-24	Boosting Your Business Success with Emotional Intelligence new	CN	4200/4800
26	Working with Excel Functions	CN	800/1000
26	International Materials Data System Design of Experiment new	CN	1300/1500
27-28	Team Development new	CN	4000/4500
28-29	Working Smart with Word	CN	1600/1800
28-30	Essential AutoCAD skills:2D Drawing Basics	CN	2400/2600
29-30	Communication, Influencing & Negotiation Skills	CN	4000/4500

July

5-6	Essential AutoCAD Skills:2D Drawing Intermediate	CN	1600/1800
6-7	Essential Leadership Module Two	EN	4000/4500
6-7	China's AEO Customs Certification and Management, Enterprise Self-assessment and Response Regarding to Royalties Customs Inspection	CN	4000/4500
7	How to Design Your Production Line Lean and Intelligent?	CN	2000/2500
11	No fear of Brainstorming new	EN	4000/4500
13-14	Media Training for Top Executives new	EN	6000/6500
14	Flexible Production Planning: The key to Competitive Edge	CN	2000/2500
17-18	MS Office Advanced Skills for HR	CN	1600/1800
17-19	Controlling in 5 Stages: Stage 2 “Controlling Toolbox”	CN	9800/10800



18-19	Leading via MBTI Type new	CN	4000/4500
20-21	Effective Selling Skills	CN	4000/4500
21	Application of 5S Principle and Visual Management into Demonstration Line of Industry 4.0	CN	2000/2500
21	8D Practice new	CN	2000/2500
24	Fundamentals of Access Database	CN	800/1000
25-26	Advanced Application of Access Database	CN	1600/1800
26-27	Finance Course for Non-Financial Managers	CN	4000/4500
27	Excel Data Management and Analysis	CN	800/1000
28	Say It with Charts: Presenting Data Graphically in Excel	CN	800/1000
28	Systematic Approach to Failure Prevention - Poka-Yoke	CN	2000/2500

August

3-4	What is Professional Profiling and How is it Useful? new	EN	6000/6500
3-4	Working Smart with Word	CN	1600/1800
3-4	Quality Function Deployment new	CN	2250/2450
4	Quality 7 Tools new	CN	2000/2200
7	Managing Emails and Schedules Using Lotus Notes	CN	1200/1400
8-9	Working Smart with Excel	CN	1600/1800
10-11	How to Upgrade Your Internal Logistics to Lean and Smart ?	CN	4000/4500
11	Unveiling the Secret of Data: PivotTable in Depth	CN	1200/1400
16	SharePoint 2013 for Efficient Team Collaboration	CN	1200/1400
17-18	Developing Sales Strategy new	CN	4000/4500
18	How to Analyze Your Product Cost Structure Systematically?	CN	2000/2500
21-22	Working with Excel Macro & VBA	CN	2400/2600
23-24	Conflict Management	CN	4000/4500
23-25	Controlling in 5 Stages: Stage 3 "Controlling Implementation"	CN	9800/10800
24-25	Optimization of Value-streams by IT Shopfloor Solutions	CN	4000/4500
28-30	ISO/IEC17025 Internal Auditor Training new	CN	3300/3500
29-30	Working Smart with Microsoft Project	CN	2400/2600
29-30	Effective Communication and Presentation Skills	CN	4000/4500

September

5	How to Be a Professional Receptionist	CN	2000/2200
5	International Materials Data System Design of Experiment new	CN	1300/1500
6	Managing Emails and Schedules Using Microsoft Outlook	CN	800/1000
6	Say It with Charts: Presenting Data Graphically in Excel	CN	800/1000
6	Time and Stress Management	CN	2000/2200
7	Effective Meeting Management	CN	2500/2800
7-8	Customs Management of Commodity Classification on Import and Export Cargo and the Analyze of Its Processing Skill Relating to Technique	CN	4000/4500
8	Hazardous Substance Management and Control and Supply Chain Management new	CN	1000/1200
11-12	Working Smart with PowerPoint	CN	1600/1800
12-13	Basic Management Skills	CN	4000/4500
13	Successful Design with PowerPoint	CN	800/1000
13	Visualization 1.0 new	CN	2180/2400
14-15	HR Training for Non- HR Manager new	CN	4000/4500
17-19	ISO 26262 Functional Safety Certification Program new	CN	24800/25000
19-20	Convincing & Influential Power - Persuade Others and Sustain Impact new	EN	4000/4500
19-20	Recruitment and Interview Skills Training Camp new	CN	4000/4500



20-22	Controlling in 5 Stages: Stage 4 “Reporting & Communication”	CN	9800/10800
21-22	Performance Management and Effective Coaching Skills	CN	4000/4500
21-22	Human Skills and Leadership (HSL) - BASIC MODULE „TOGETHER “	EN	6500/7000
25-27	Human Skills and Leadership (HSL) - BASIC MODULE - IN-DEPTH MODULE „INTERCULTURAL LEADERSHIP AND COMMUNICATION“	EN	8500/9000

October

10-13	High Voltage Safety of Electrical Vehicles LV2A new	CN	7800/8000
13	Preventive Quality Assurance - Design and Process FMEA	CN	2000/2500
16	SHOP FLOOR MANAGEMENT	EN	To be D
16-17	Crash Course Controlling for Non-Financial Managers & Professionals	EN	6800/7500
16-17	MS Office Advanced Skills for HR	CN	1600/1800
16-17	Design of Experiment (DOE) new	CN	2930/3130
16-18	Green Belt of 6-sigma new	CN	6000/6500
17	Excel Data Management and Analysis	CN	800/1000
17-18	German Business Culture	CN	4000/4500
17-18	Excellence in Customer Service	CN	4000/4500
18-20	Controlling in 5 Stages: Stage 5 “Presentation and Moderation”	CN	9800/10800
19-20	Creative Problem Solving & Decision Making	CN	4000/4500
23-24	MS Excel Advanced Skills for Finance	CN	1600/1800
23-25	Essential AutoCAD Skills:2D Drawing Basics	CN	2400/2600
24-26	BRC - Food (British Retail Consortium - Food Technical Standard) (7th edition) Internal Auditor new	CN	2500/2700
25	High Voltage Safety of Electrical Vehicles LV1 new	CN	1800/2000
26	Selecting the Right People for Your Team new	EN	3000/3500
26-27	Lean Production Enabled by Industry 4.0	CN	4000/4500

November

2	Expatriate Employment - Dealing with New Legal Challenges	EN	2000/2500
2-3	Key Account Management Workshop	CN	4000/4500
2-3	Working Smart with Word	CN	1600/1800
3	How to Design Your Production Line Lean and Intelligent?	CN	2000/2500
3-4	Building High Performance EA / PA / Assistants Training	CN	4500/5000
6	Fundamentals of Access Database	CN	800/1000
6	SHOP FLOOR MANAGEMENT	CN	To be D
7-8	Cross-Cultural Training-Virtual Communication	EN	4000/4500
7-8	Leadership Coaching Skill (LCS)	CN	5000/5500
7-8	Advanced Application of Access Database	CN	1600/1800
9-10	Strategic Thinking	EN	4000/4500
10	Flexible Production Planning: The Key to Competitive Edge	CN	2000/2500
13-14	Working Smart with PowerPoint	CN	1600/1800
14-15	Bridging the Culture Gap-Living, Working and Leading in China	EN	4000/4500
15	Successful Design with PowerPoint	CN	800/1000
16	Chinese Labor Law in a Nutshell - Explained to Foreigners	EN	3000/3500
16-17	Project Management	CN	4000/4500
17	Application of 5S Principle and Visual Management into Demonstration Line of Industry 4.0	CN	2000/2500
20	Unveiling the Secret of Data: PivotTable in Depth	CN	1200/1400
21-22	EQ Coaching new	CN	4000/4500
21-22	Essential AutoCAD Skills:2D Drawing Intermediate	CN	1600/1800
21-22	Working with Excel Macro & VBA	CN	2400/2600
21-23	ISO 26262 Functional Safety Certification Program new	CN	24800/25000
23-24	Customs Clearance Efficiency and Cost Control	CN	4000/4500



24	Systematic Approach to Failure Prevention - Poka-Yoke	CN	2000/2500
27	Managing Emails and Schedules Using Microsoft Outlook	CN	800/1000
28	Improvement of Production Quality new	CN	3000/3500

December

4	Say It with Charts: Business Diagrams with MS Office	CN	1200/1400
7-8	Leadership Skills in the Changing Era	CN	4000/4500
7-8	How to Upgrade Your Internal Logistics to Lean and Smart?	CN	4000/4500
11-12	Supplier Management and Improvement new	CN	3630/3830
13-15	Essential AutoCAD skills:2D Drawing Basics	CN	2400/2600
15	How to Analyze Your Product Cost Structure Systematically?	CN	2000/2500
19	SharePoint 2013 for Efficient Team Collaboration	CN	1200/1400
20-21	Working Smart with Excel	CN	1600/1800
21-22	Optimization of Value-streams by IT Shopfloor Solutions	CN	4000/4500
26-27	Working Smart with Microsoft Project	CN	2400/2600

Please Note:

- Every course can be organized as a public course or as in-house training.
- Training courses will take place in Shanghai, unless mentioned otherwise.
- Prices include coffee break, lunch and drinks

For more information also on In-house Training,
please contact Ms. ZHANG Yihui (ext. 1658)
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