

JADWAL 2008 SHORT COURSES

MANAGERIAL COURSES

| A. MANAJEMEN SUMBER DAYA MANUSIA | HARI | JAN | FEB | MAR | APR | MEI | JUN | JUL | AGT | SEPT | OKT | NOV | DES | FEE |
|---|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------------|
| 1 Effective Leadership (Kepemimpinan Efektif) | 3 | | 19-21 | | 1-3 | | 3-5 | | 5-7 | | 14-16 | 18-20 | | Rp 4,200,000 |
| 2 Effective Supervisory (Supervisi Efektif) | 3 | 29-31 | | 11-13 | 15-17 | 27-29 | 10-12 | 8-10 | 12-14 | 9-11 | 28-30 | 25-27 | | Rp 3,600,000 |
| 3 Presentation Technique (Teknik Presentasi) | 3 | | 26-28 | | 1-3 | 27-29 | | 22-24 | | 16-18 | | 11-13 | | Rp 3,300,000 |
| 4 Training for Trainers (Pelatihan Untuk Pelatih) | 3 | | | 11-13 | | 6-8 | | 1-3 | | 9-11 | | | 16-18 | Rp 3,800,000 |
| 5 Management for Secretary (Manajemen Bagi Sekretaris) | 3 | | | 25-27 | | | 3-5 | | | | | 11-13 | | Rp 3,300,000 |
| 6 Effective Recruitment and Selection (Rekrutmen dan Seleksi Efektif) | 3 | | | | | | 10-12 | | | 2-4 | | | | Rp 3,300,000 |
| 7 Human Resources Management (Manajemen Sumber Daya Manusia) | 3 | | | 4-6 | | 6-8 | | 22-24 | 26-28 | | | 4-6 | 16-18 | Rp 4,000,000 |
| 8 Effective Performance Appraisal | 2 | | | | | 13-14 | | | | | | 4-5 | | Rp 3,000,000 |
| 9 Problem Solving & Decision Making | 3 | | 26-28 | | 22-24 | | 24-26 | | 26-28 | | 28-30 | | | Rp 3,600,000 |
| 10 Effective Report Writing | 3 | | | 4-6 | | | | 8-10 | | | | 18-20 | | Rp 3,300,000 |
| 11 EQ for Managers | 3 | | | 25-27 | | | | | 12-14 | | | | | Rp 3,300,000 |
| 12 Effective Compensation System (Sistem Penggajian Efektif) | 3 | | | | 8-10 | | | 15-17 | | | 21-23 | | | Rp 3,300,000 |

| B. MANAJEMEN PEMASARAN | HARI | JAN | FEB | MAR | APR | MEI | JUN | JUL | AGT | SEPT | OKT | NOV | DES | FEE |
|---|------|-----|-------|-------|-------|-------|-----|-------|-------|------|-------|-------|-------|--------------|
| 1 Building Powerful Brand (Membangun Merek yang Kuat) | 2 | | | | 22-23 | | | | | 2-3 | | | | Rp 3,200,000 |
| 2 The Power of Services Marketing (Menelola Pemasaran Layanan/Jasa yang Handal) | 2 | | | 4-5 | | | | 22-23 | | | | 11-12 | | Rp 3,000,000 |
| 3 Negotiation Skills in Business (Teknik Negosiasi dalam Bisnis) | 2.5 | | 19-21 | | 8-10 | | 3-5 | | 5-7 | | 14-16 | | 10-12 | Rp 3,300,000 |
| 4 Mastering Selling Technique (Menguasai Teknik Menjual) | 2 | | | 11-12 | | | | 1-2 | | | | 4-5 | | Rp 3,000,000 |
| 5 Applied Marketing Research (Riset Pemasaran yang Efektif) | 2.5 | | | | | 13-15 | | | 12-14 | | | | | Rp 3,300,000 |

| C. MANAJEMEN KEUANGAN | HARI | JAN | FEB | MAR | APR | MEI | JUN | JUL | AGT | SEPT | OKT | NOV | DES | FEE |
|--|------|-----|-------|-------|------|-----|-------|-----|-------|------|-----|-------|-----|--------------|
| 1 Financial Management for Non Finance Manager (Mnjin Keuangan untuk Non Manajer Keuangan) | 3 | | 26-28 | | 8-10 | | | 1-3 | | 2-4 | | 4-6 | | Rp 4,000,000 |
| 2 Cash Flow Management (Manajemen Arus Kas) | 3 | | | 11-13 | | | 10-12 | | | 9-11 | | | | Rp 3,300,000 |
| 3 Financial Statement Analysis (Analisis Laporan Keuangan) | 2 | | | 25-26 | | | | | 12-13 | | | 25-26 | | Rp 3,500,000 |

| D. MANAJEMEN OPERASI / PRODUKSI | HARI | JAN | FEB | MAR | APR | MEI | JUN | JUL | AGT | SEPT | OKT | NOV | DES | FEE |
|---|------|-----|-----|-------|-----|-------|-----|-----|-------|------|-----|-------|-----|--------------|
| 1 Inventory Management (Manajemen Persediaan) | 2 | | | 4-5 | | 27-28 | | | 26-27 | | | | | Rp 3,000,000 |
| 2 Forecasting Technique in Business (Teknik Forecasting dalam Bisnis) | 2 | | | 25-26 | | | | | | 9-10 | | | | Rp 3,000,000 |
| 3 Effective Purchasing Management (Manajemen Pembelian yang Efektif) | 2 | | | | | 6-7 | | | | | | 18-19 | | Rp 3,000,000 |

| STRATEGIC COURSES | HARI | JAN | FEB | MAR | APR | MEI | JUN | JUL | AGT | SEPT | OKT | NOV | DES | FEE |
|---|------|-----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------------|
| 1 Effective Business Plan (Perencanaan Bisnis yang Efektif) | 2 | | 26-27 | | | | | 15-16 | | | | | | Rp 4,300,000 |
| 2 Strategic Business Analysis (Analisis Strategi Bisnis) | 2 | | | | 15-16 | | | | 12-13 | | | | | Rp 5,700,000 |
| 3 Business Process Management (Manajemen Proses Bisnis) | 2 | | | | | 13-14 | | | | 2-3 | | | | Rp 4,600,000 |
| 4 Project Financing (Pendanaan Proyek) | 2 | | | 18-19 | | | | | 12-13 | | | | 10-11 | Rp 4,600,000 |
| 5 Corporate Valuation (Valuasi Korporasi) | 2 | | | | | 13-14 | | | | 16-17 | | | | Rp 4,600,000 |
| 6 Corporate Risk Management (Manajemen Risiko Korporasi) | 2 | | | | | | | | | | 28-29 | | | Rp 4,600,000 |
| 7 Winning Marketing Strategies | 2 | | | 18-19 | | | | | 26-27 | | | | | Rp 4,300,000 |
| 8 Successful Relationship Marketing | 2 | | | | | | 24-25 | | | | | | | Rp 4,300,000 |
| 9 Integrated New Product Development and Innovation (Inovasi & Pengembangan Produk Baru yang Efektif) | 2 | | | | | | 10-11 | | | | | 11-12 | | Rp 4,300,000 |



Informasi dan pendaftaran hubungi: Marketing and Customer Relations Dept.

Telp.: (021) 7500463, 7511126,

7657257, ext. 1001-3,,

1009, 1010

Direct Line: (021) 7511140.

HP : 0818-0873 7773

Fax.: (021) 7511143,

Email: edp@pmbbs.ac.id

Website: www.pmbbs.ac.id

Waktu Penyelenggaraan:

Mulai jam 08:30 s.d. 16:30 WIB.

Pembayaran bisa langsung atau

Transfer ke: Bank BCA KCU

Wisma GKBI Sudirman Jakarta,

A/C No.006-308363-9

a.n.: Yayasan Prasetiya Mulya.

Bukti Transfer harap segera difax ke No. (021) 7511127.

Konfirmasi pembayaran bisa

melalui bag. keuangan telp.

7511126 ext. 1172

* Potongan biaya 7.5% diberikan bila pembayaran sudah dilaksanakan 2(dua) minggu sebelum Lokakarya.

* Biaya tidak termasuk pajak.

Prasetiya Mulya dapat menunda, membatalkan atau mengubah jadwal pelaksanaan Courses karena alasan penting tertentu, biaya yang telah dibayarkan akan dikembalikan sejumlah yang telah kami terima.