

Jadwal Public Training 2025

NO	TRAINING TOPIC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DAYS	INVESTMENT ONLINE CLASS	INVESTMENT OFFLINE
PM	PROJECT MANAGEMENT															
PM1	Project Management With Ms Project	7 - 9	4 - 6	4 - 6	8 - 10	6 - 8	3 - 5	1 - 3	5 - 7	2 - 4	1 - 3	4 - 6	2 - 4	3	Rp 4.500.000	Rp 6.000.000
PM2	Project Feasibility Study	14 - 16	11 - 13	11 - 13	15 - 17	13 - 15	10 - 12	8 - 10	12 - 14	9 - 11	7 - 9	11 - 13	9 - 11	3	Rp 4.500.000	Rp 6.000.000
PM3	Supply chain Management in Construction Project	21 - 23	18 - 20	18 - 20	22 - 24	20 - 22	17 - 19	15 - 17	19 - 21	16 - 18	14 - 16	18 - 20	16 - 18	3	Rp 4.500.000	Rp 6.000.000
PM4	Advanced Ms Project Application	7 - 9	25 - 27	25 - 27	28 - 30	26 - 28	24 - 26	22 - 24	26 - 28	23 - 25	21 - 23	25 - 27	22 - 24	3	Rp 4.500.000	Rp 6.000.000
PM5	Analisis Financial Proyek	14 - 16	4 - 6	4 - 6	8 - 10	6 - 8	3 - 5	29 - 31	5 - 7	2 - 4	28 - 30	4 - 6	29 - 31	3	Rp 4.500.000	Rp 6.000.000
PM6	Agile Project Management with Scrum Techniques	7 - 8	4 - 5	4 - 5	8 - 9	6 - 7	3 - 4	1 - 2	5 - 6	1 - 2	1 - 2	4 - 5	2 - 3	2	Rp 3.500.000	Rp 5.000.000
SCM	SUPPLY CHAIN AND LOGISTICS MANAGEMENT															
SCM1	Teknik dan Metode perhitungan HPS /OE(Harga Perkiraan Sendiri/Owner Estimate) atas Pengadaan Barang, Jasa dan Proyek	7 - 9	4 - 6	4 - 6	8 - 10	6 - 8	3 - 5	1 - 3	5 - 7	2 - 4	1 - 3	4 - 6	2 - 4	3	Rp 4.500.000	Rp 6.000.000
SCM2	Best Practice Logistics & Supply Chain Management	14 - 16	11 - 13	11 - 13	15 - 17	13 - 15	10 - 12	8 - 10	12 - 14	9 - 11	7 - 9	11 - 13	9 - 11	3	Rp 4.500.000	Rp 6.000.000
SCM3	Total Productive Maintenance (TPM)	21 - 23	18 - 20	18 - 20	22 - 24	20 - 22	17 - 19	15 - 17	19 - 21	16 - 18	14 - 16	18 - 20	16 - 18	3	Rp 4.500.000	Rp 6.000.000
SCM4	Facility Management	7 - 8	4 - 5	4 - 5	8 - 9	6 - 7	3 - 4	1 - 2	5 - 6	1 - 2	1 - 2	4 - 5	2 - 3	2	Rp 3.500.000	Rp 5.000.000
SCM5	Integrated Production Management	9 - 10	6 - 7	6 - 7	10 - 11	8 - 9	5 - 6	3 - 4	7 - 8	3 - 4	7 - 8	6 - 7	4 - 5	2	Rp 3.500.000	Rp 5.000.000
SCM6	Negotiation Skill Improvement and Price Analysis for Purchasing	14 - 15	11 - 12	11 - 12	14 - 15	13 - 14	10 - 11	8 - 9	12 - 13	9 - 10	9 - 10	11 - 12	9 - 10	2	Rp 3.500.000	Rp 5.000.000
SCM7	Practical Warehousing and Inventory Control	16 - 17	13 - 14	13 - 14	16 - 17	15 - 16	12 - 13	10 - 11	14 - 15	11 - 12	14 - 15	13 - 14	11 - 12	2	Rp 3.500.000	Rp 5.000.000
SCM8	Procurement Management	21 - 22	18 - 19	18 - 19	22 - 23	20 - 21	17 - 18	15 - 16	19 - 20	16 - 17	16 - 17	18 - 19	16 - 17	2	Rp 3.500.000	Rp 5.000.000
SCM9	Practical Risk Management	23 - 24	20 - 21	20 - 21	24 - 25	22 - 23	19 - 20	17 - 18	21 - 22	18 - 19	21 - 22	20 - 21	30 - 31	2	Rp 3.500.000	Rp 5.000.000
SCM10	Strategi Optimalisasi Pengelolaan Aset dan Properti Perusahaan	30 - 31	25 - 26	25 - 26	29 - 30	27 - 28	23 - 24	22 - 23	26 - 27	23 - 24	23 - 24	25 - 26	23 - 24	2	Rp 3.500.000	Rp 5.000.000
SCM11	Vendor Management	7 - 8	27 - 28	27 - 28	8 - 9	6 - 7	25 - 26	24 - 25	28 - 29	25 - 26	28 - 29	27 - 28	30 - 31	2	Rp 3.500.000	Rp 5.000.000



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HR	HUMAN RESOURCES															
HR1	HR Management	7 - 8	4 - 5	4 - 5	8 - 9	6 - 7	3 - 4	1 - 2	5 - 6	1 - 2	1 - 2	4 - 5	2 - 3	2	Rp 3.500.000	Rp 5.000.000
HR2	HR Audit	9 - 10	6 - 7	6 - 7	10 - 11	8 - 9	5 - 6	3 - 4	7 - 8	3 - 4	7 - 8	6 - 7	4 - 5	2	Rp 3.500.000	Rp 5.000.000
HR4	Teknik Menyusun Struktur Organisasi	14 - 15	11 - 12	11 - 12	14 - 15	13 - 14	10 - 11	8 - 9	12 - 13	9 - 10	9 - 10	11 - 12	9 - 10	2	Rp 3.500.000	Rp 5.000.000
HR5	Conflict Management	16 - 17	13 - 14	13 - 14	16 - 17	15 - 16	12 - 13	10 - 11	14 - 15	11 - 12	14 - 15	13 - 14	11 - 12	2	Rp 3.500.000	Rp 5.000.000
HR6	Planning & Organize Training	21 - 22	18 - 19	18 - 19	22 - 23	20 - 21	17 - 18	15 - 16	19 - 20	16 - 17	16 - 17	18 - 19	16 - 17	2	Rp 3.500.000	Rp 5.000.000
HR7	Training Need Analysis (TNA)	23 - 24	20 - 21	20 - 21	24 - 25	22 - 23	19 - 20	17 - 18	21 - 22	18 - 19	21 - 22	20 - 21	30 - 31	2	Rp 3.500.000	Rp 5.000.000
HR8	Monitoring dan Evaluasi diklat (MONEV)	30 - 31	25 - 26	25 - 26	29 - 30	27 - 28	23 - 24	22 - 23	26 - 27	23 - 24	23 - 24	25 - 26	23 - 24	2	Rp 3.500.000	Rp 5.000.000
HR9	Personnel Administration Development Program (PADP)	7 - 8	27 - 28	27 - 28	8 - 9	6 - 7	25 - 26	24 - 25	28 - 29	25 - 26	28 - 29	27 - 28	30 - 31	2	Rp 3.500.000	Rp 5.000.000
HR10	Sistem Manajemen SDM berbasis kompetensi	7 - 8	4 - 5	4 - 5	8 - 9	6 - 7	3 - 4	1 - 2	5 - 6	1 - 2	1 - 2	4 - 5	2 - 3	2	Rp 3.500.000	Rp 5.000.000
HR11	Service Level Agreement (SLA)	9 - 10	6 - 7	6 - 7	10 - 11	8 - 9	5 - 6	3 - 4	7 - 8	3 - 4	7 - 8	6 - 7	4 - 5	2	Rp 3.500.000	Rp 5.000.000
HR12	Administrasi Kepegawaian	14 - 15	11 - 12	11 - 12	14 - 15	13 - 14	10 - 11	8 - 9	12 - 13	9 - 10	9 - 10	11 - 12	9 - 10	2	Rp 3.500.000	Rp 5.000.000
HR13	Administrasi Perkantoran	16 - 17	13 - 14	13 - 14	16 - 17	15 - 16	12 - 13	10 - 11	14 - 15	11 - 12	14 - 15	13 - 14	11 - 12	2	Rp 3.500.000	Rp 5.000.000
HR14	Office And Mess Service Management	21 - 22	18 - 19	18 - 19	22 - 23	20 - 21	17 - 18	15 - 16	19 - 20	16 - 17	16 - 17	18 - 19	16 - 17	2	Rp 3.500.000	Rp 5.000.000
HR15	Pelatihan Tata Naskah Dinas	23 - 24	20 - 21	20 - 21	24 - 25	22 - 23	19 - 20	17 - 18	21 - 22	18 - 19	21 - 22	20 - 21	30 - 31	2	Rp 3.500.000	Rp 5.000.000
HR16	Peraturan Perundang-Undang Ketenagakerjaan	30 - 31	25 - 26	25 - 26	29 - 30	27 - 28	23 - 24	22 - 23	26 - 27	23 - 24	23 - 24	25 - 26	23 - 24	2	Rp 3.500.000	Rp 5.000.000
HR17	Masa Persiapan Pensiun (MPP)	7 - 9	4 - 6	4 - 6	8 - 10	6 - 8	3 - 5	1 - 3	5 - 7	2 - 4	1 - 3	4 - 6	2 - 4	3	Rp 4.500.000	Rp 6.000.000



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BM	BUSINESS MANAGEMENT															
BM1	Penyiapan Rencana Kerja dan Anggaran Perusahaan (RKAP) dan RJPP	7 - 8	4 - 5	4 - 5	8 - 9	6 - 7	3 - 4	1 - 2	5 - 6	1 - 2	1 - 2	4 - 5	2 - 3	2	Rp 3.500.000	Rp 5.000.000
BM2	Strategic Planning and Corporate Budgeting	9 - 10	6 - 7	6 - 7	10 - 11	8 - 9	5 - 6	3 - 4	7 - 8	3 - 4	7 - 8	6 - 7	4 - 5	2	Rp 3.500.000	Rp 5.000.000
BM3	Teknik Penyusunan KPI Berbasis Balanced Scorecards	14 - 15	11 - 12	11 - 12	14 - 15	13 - 14	10 - 11	8 - 9	12 - 13	9 - 10	9 - 10	11 - 12	9 - 10	2	Rp 3.500.000	Rp 5.000.000
BM4	Problems Solving and Decision Making	16 - 17	13 - 14	13 - 14	16 - 17	15 - 16	12 - 13	10 - 11	14 - 15	11 - 12	14 - 15	13 - 14	11 - 12	2	Rp 3.500.000	Rp 5.000.000
BM5	Detailed Steps In Strategic Cost reduction	21 - 22	18 - 19	18 - 19	22 - 23	20 - 21	17 - 18	15 - 16	19 - 20	16 - 17	16 - 17	18 - 19	16 - 17	2	Rp 3.500.000	Rp 5.000.000
BM6	Applied Business Process Reengineering (BPR)	23 - 24	20 - 21	20 - 21	24 - 25	22 - 23	19 - 20	17 - 18	21 - 22	18 - 19	21 - 22	20 - 21	30 - 31	2	Rp 3.500.000	Rp 5.000.000
BM7	Standard Operating Procedure (SOP)	30 - 31	25 - 26	25 - 26	29 - 30	27 - 28	23 - 24	22 - 23	26 - 27	23 - 24	23 - 24	25 - 26	23 - 24	2	Rp 3.500.000	Rp 5.000.000
BM8	Teknik Penyusunan Business Plan	7 - 8	27 - 28	27 - 28	8 - 9	6 - 7	25 - 26	24 - 25	28 - 29	25 - 26	28 - 29	27 - 28	30 - 31	2	Rp 3.500.000	Rp 5.000.000
BM9	Feasibility Study	7 - 8	4 - 5	4 - 5	8 - 9	6 - 7	3 - 4	1 - 2	5 - 6	1 - 2	1 - 2	4 - 5	2 - 3	2	Rp 3.500.000	Rp 5.000.000
BM10	Corporate Social Responsibility (CSR)	9 - 10	6 - 7	6 - 7	10 - 11	8 - 9	5 - 6	3 - 4	7 - 8	3 - 4	7 - 8	6 - 7	4 - 5	2	Rp 3.500.000	Rp 5.000.000
BM11	Customer Relation Management (CRM)	14 - 15	11 - 12	11 - 12	14 - 15	13 - 14	10 - 11	8 - 9	12 - 13	9 - 10	9 - 10	11 - 12	9 - 10	2	Rp 3.500.000	Rp 5.000.000
BM12	Tata Kelola Niaga	16 - 17	13 - 14	13 - 14	16 - 17	15 - 16	12 - 13	10 - 11	14 - 15	11 - 12	14 - 15	13 - 14	11 - 12	2	Rp 3.500.000	Rp 5.000.000
BM13	Work Planning and Control	21 - 22	18 - 19	18 - 19	22 - 23	20 - 21	17 - 18	15 - 16	19 - 20	16 - 17	16 - 17	18 - 19	16 - 17	2	Rp 3.500.000	Rp 5.000.000
BM14	Change Management	23 - 24	20 - 21	20 - 21	24 - 25	22 - 23	19 - 20	17 - 18	21 - 22	18 - 19	21 - 22	20 - 21	30 - 31	2	Rp 3.500.000	Rp 5.000.000
BM15	Database Management	30 - 31	25 - 26	25 - 26	29 - 30	27 - 28	23 - 24	22 - 23	26 - 27	23 - 24	23 - 24	25 - 26	23 - 24	2	Rp 3.500.000	Rp 5.000.000
BM16	Product Development Methodology and Application	7 - 8	27 - 28	27 - 28	8 - 9	6 - 7	25 - 26	24 - 25	28 - 29	25 - 26	28 - 29	27 - 28	30 - 31	2	Rp 3.500.000	Rp 5.000.000
BM17	Basic Strategic sourcing	7 - 8	4 - 5	4 - 5	8 - 9	6 - 7	3 - 4	1 - 2	5 - 6	1 - 2	1 - 2	4 - 5	2 - 3	2	Rp 3.500.000	Rp 5.000.000
BM18	Contract Management	9 - 10	6 - 7	6 - 7	10 - 11	8 - 9	5 - 6	3 - 4	7 - 8	3 - 4	7 - 8	6 - 7	4 - 5	2	Rp 3.500.000	Rp 5.000.000
BM19	Vendor Management and Basic SRM	14 - 15	11 - 12	11 - 12	14 - 15	13 - 14	10 - 11	8 - 9	12 - 13	9 - 10	9 - 10	11 - 12	9 - 10	2	Rp 3.500.000	Rp 5.000.000
BM20	7 QC Management Tools	16 - 17	13 - 14	13 - 14	16 - 17	15 - 16	12 - 13	10 - 11	14 - 15	11 - 12	14 - 15	13 - 14	11 - 12	2	Rp 3.500.000	Rp 5.000.000
BM21	Analisa Dan Evaluasi Kinerja Investasi Berdasarkan Financial Performance & Physical Performance Pada Proyek Infrastruktur Ketenagalistrikan	21 - 22	18 - 19	18 - 19	22 - 23	20 - 21	17 - 18	15 - 16	19 - 20	16 - 17	16 - 17	18 - 19	16 - 17	2	Rp 3.500.000	Rp 5.000.000
BM22	Awareness ISO 9001-2015	23 - 24	20 - 21	20 - 21	24 - 25	22 - 23	19 - 20	17 - 18	21 - 22	18 - 19	21 - 22	20 - 21	30 - 31	2	Rp 3.500.000	Rp 5.000.000
BM23	Basic Knowledge For Market Research	30 - 31	25 - 26	25 - 26	29 - 30	27 - 28	23 - 24	22 - 23	26 - 27	23 - 24	23 - 24	25 - 26	23 - 24	2	Rp 3.500.000	Rp 5.000.000
BM24	Business Continuity Planning	7 - 8	27 - 28	27 - 28	8 - 9	6 - 7	25 - 26	24 - 25	28 - 29	25 - 26	28 - 29	27 - 28	30 - 31	2	Rp 3.500.000	Rp 5.000.000
BM25	Sistem Informasi Manajemen	7 - 8	4 - 5	4 - 5	8 - 9	6 - 7	3 - 4	1 - 2	5 - 6	1 - 2	1 - 2	4 - 5	2 - 3	2	Rp 3.500.000	Rp 5.000.000
BM26	Enterprise Facility Management	9 - 10	6 - 7	6 - 7	10 - 11	8 - 9	5 - 6	3 - 4	7 - 8	3 - 4	7 - 8	6 - 7	4 - 5	2	Rp 3.500.000	Rp 5.000.000
BM27	Manajemen Risiko Berbasis ISO 31000	14 - 15	11 - 12	11 - 12	14 - 15	13 - 14	10 - 11	8 - 9	12 - 13	9 - 10	9 - 10	11 - 12	9 - 10	2	Rp 3.500.000	Rp 5.000.000



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BM	BUSINESS MANAGEMENT															
BM28	Statistical Quality Control	7 - 8	4 - 5	4 - 5	8 - 9	6 - 7	3 - 4	1 - 2	5 - 6	1 - 2	1 - 2	4 - 5	2 - 3	2	Rp 3.500.000	Rp 5.000.000
BM29	Teknik Peningkatan Produktivitas Perusahaan	9 - 10	6 - 7	6 - 7	10 - 11	8 - 9	5 - 6	3 - 4	7 - 8	3 - 4	7 - 8	6 - 7	4 - 5	2	Rp 3.500.000	Rp 5.000.000
BM30	Manajemen dan Administrasi Kearsipan (Filing System)	14 - 15	11 - 12	11 - 12	14 - 15	13 - 14	10 - 11	8 - 9	12 - 13	9 - 10	9 - 10	11 - 12	9 - 10	2	Rp 3.500.000	Rp 5.000.000
BM31	Negotiation Skill for Business	16 - 17	13 - 14	13 - 14	16 - 17	15 - 16	12 - 13	10 - 11	14 - 15	11 - 12	14 - 15	13 - 14	11 - 12	2	Rp 3.500.000	Rp 5.000.000
BM32	Service Excellence (Pelayanan Prima)	21 - 22	18 - 19	18 - 19	22 - 23	20 - 21	17 - 18	15 - 16	19 - 20	16 - 17	16 - 17	18 - 19	16 - 17	2	Rp 3.500.000	Rp 5.000.000
BM33	Communication Skill	23 - 24	20 - 21	20 - 21	24 - 25	22 - 23	19 - 20	17 - 18	21 - 22	18 - 19	21 - 22	20 - 21	30 - 31	2	Rp 3.500.000	Rp 5.000.000
BM34	Leadership For Supervisor and Manager	30 - 31	25 - 26	25 - 26	29 - 30	27 - 28	23 - 24	22 - 23	26 - 27	23 - 24	23 - 24	25 - 26	23 - 24	2	Rp 3.500.000	Rp 5.000.000
BM35	Manajemen Kesekretariatan	7 - 8	27 - 28	27 - 28	8 - 9	6 - 7	25 - 26	24 - 25	28 - 29	25 - 26	28 - 29	27 - 28	30 - 31	2	Rp 3.500.000	Rp 5.000.000
BM36	Handling Customer Complaints	7 - 8	4 - 5	4 - 5	8 - 9	6 - 7	3 - 4	1 - 2	5 - 6	1 - 2	1 - 2	4 - 5	2 - 3	2	Rp 3.500.000	Rp 5.000.000
BM37	Building Powerful & Effective Working Team	9 - 10	6 - 7	6 - 7	10 - 11	8 - 9	5 - 6	3 - 4	7 - 8	3 - 4	7 - 8	6 - 7	4 - 5	2	Rp 3.500.000	Rp 5.000.000
BM38	Supervisory Management Advanced	14 - 15	11 - 12	11 - 12	14 - 15	13 - 14	10 - 11	8 - 9	12 - 13	9 - 10	9 - 10	11 - 12	9 - 10	2	Rp 3.500.000	Rp 5.000.000
BM39	Achievement Motivation	16 - 17	13 - 14	13 - 14	16 - 17	15 - 16	12 - 13	10 - 11	14 - 15	11 - 12	14 - 15	13 - 14	11 - 12	2	Rp 3.500.000	Rp 5.000.000
BM40	Effective General affair (GA) Activity	21 - 22	18 - 19	18 - 19	22 - 23	20 - 21	17 - 18	15 - 16	19 - 20	16 - 17	16 - 17	18 - 19	16 - 17	2	Rp 3.500.000	Rp 5.000.000
BM41	Teknik Penulisan Laporan yang efektif	23 - 24	20 - 21	20 - 21	24 - 25	22 - 23	19 - 20	17 - 18	21 - 22	18 - 19	21 - 22	20 - 21	30 - 31	2	Rp 3.500.000	Rp 5.000.000
BM42	Teknik Presentasi dan Negosiasi	30 - 31	25 - 26	25 - 26	29 - 30	27 - 28	23 - 24	22 - 23	26 - 27	23 - 24	23 - 24	25 - 26	23 - 24	2	Rp 3.500.000	Rp 5.000.000
BM43	Effective Coaching Skills	7 - 8	27 - 28	27 - 28	8 - 9	6 - 7	25 - 26	24 - 25	28 - 29	25 - 26	28 - 29	27 - 28	30 - 31	2	Rp 3.500.000	Rp 5.000.000
BM44	Professional Skill Secretary	7 - 8	4 - 5	4 - 5	8 - 9	6 - 7	3 - 4	1 - 2	5 - 6	1 - 2	1 - 2	4 - 5	2 - 3	2	Rp 3.500.000	Rp 5.000.000
BM45	Leadership & Managetial Skill	9 - 10	6 - 7	6 - 7	10 - 11	8 - 9	5 - 6	3 - 4	7 - 8	3 - 4	7 - 8	6 - 7	4 - 5	2	Rp 3.500.000	Rp 5.000.000
BM46	Essential Skills For Administrators & Secretaries	14 - 15	11 - 12	11 - 12	14 - 15	13 - 14	10 - 11	8 - 9	12 - 13	9 - 10	9 - 10	11 - 12	9 - 10	2	Rp 3.500.000	Rp 5.000.000
BM47	Public Speaking	16 - 17	13 - 14	13 - 14	16 - 17	15 - 16	12 - 13	10 - 11	14 - 15	11 - 12	14 - 15	13 - 14	11 - 12	2	Rp 3.500.000	Rp 5.000.000
BM48	Selling Skill	21 - 22	18 - 19	18 - 19	22 - 23	20 - 21	17 - 18	15 - 16	19 - 20	16 - 17	16 - 17	18 - 19	16 - 17	2	Rp 3.500.000	Rp 5.000.000
BM49	Professional Receptionist & Operator, Professional Call Center Officer	23 - 24	20 - 21	20 - 21	24 - 25	22 - 23	19 - 20	17 - 18	21 - 22	18 - 19	21 - 22	20 - 21	30 - 31	2	Rp 3.500.000	Rp 5.000.000
BM50	Digitalisasi Arsip dan Administrasi	30 - 31	25 - 26	25 - 26	29 - 30	27 - 28	23 - 24	22 - 23	26 - 27	23 - 24	23 - 24	25 - 26	23 - 24	2	Rp 3.500.000	Rp 5.000.000
BM51	Customer Service Management	7 - 8	27 - 28	27 - 28	8 - 9	6 - 7	25 - 26	24 - 25	28 - 29	25 - 26	28 - 29	27 - 28	30 - 31	2	Rp 3.500.000	Rp 5.000.000
BM52	Management Housekeeping	7 - 8	4 - 5	4 - 5	8 - 9	6 - 7	3 - 4	1 - 2	5 - 6	1 - 2	1 - 2	4 - 5	2 - 3	2	Rp 3.500.000	Rp 5.000.000
BM53	Digital Marketing	9 - 10	6 - 7	6 - 7	10 - 11	8 - 9	5 - 6	3 - 4	7 - 8	3 - 4	7 - 8	6 - 7	4 - 5	2	Rp 3.500.000	Rp 5.000.000
BM54	Interviewing Skills	14 - 16	11 - 13	11 - 13	15 - 17	13 - 15	10 - 12	8 - 10	12 - 14	9 - 11	7 - 9	11 - 13	9 - 11	3	Rp 4.500.000	Rp 6.000.000



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IT	INFORMATION AND TECHNOLOGY															
IT1	Basic Microsoft Office	7 - 9	4 - 6	4 - 6	8 - 10	6 - 8	3 - 5	1 - 3	5 - 7	2 - 4	1 - 3	4 - 6	2 - 4	3	Rp 4.500.000	Rp 6.000.000
IT2	Advanced Ms Power Point	14 - 16	11 - 13	11 - 13	15 - 17	13 - 15	10 - 12	8 - 10	12 - 14	9 - 11	7 - 9	11 - 13	9 - 11	3	Rp 4.500.000	Rp 6.000.000
IT3	Advanced Ms Excel	21 - 23	18 - 20	18 - 20	22 - 24	20 - 22	17 - 19	15 - 17	19 - 21	16 - 18	14 - 16	18 - 20	16 - 18	3	Rp 4.500.000	Rp 6.000.000
IT4	Advanced Ms Visio	7 - 9	25 - 27	25 - 27	28 - 30	26 - 28	24 - 26	22 - 24	26 - 28	23 - 25	21 - 23	25 - 27	22 - 24	3	Rp 4.500.000	Rp 6.000.000
IT5	AutoCAD 2D	7 - 9	4 - 6	4 - 6	8 - 10	6 - 8	3 - 5	1 - 3	5 - 7	2 - 4	1 - 3	4 - 6	2 - 4	3	Rp 4.500.000	Rp 6.000.000
IT6	AutoCAD 3D	14 - 16	11 - 13	11 - 13	15 - 17	13 - 15	10 - 12	8 - 10	12 - 14	9 - 11	7 - 9	11 - 13	9 - 11	3	Rp 4.500.000	Rp 6.000.000
IT7	CAD For Mechanical : AutoCAD or CATIA	21 - 23	18 - 20	18 - 20	22 - 24	20 - 22	17 - 19	15 - 17	19 - 21	16 - 18	14 - 16	18 - 20	16 - 18	3	Rp 4.500.000	Rp 6.000.000
IT8	Perancangan dan Implementasi E-Learning Berbasis LMS Moodle	7 - 9	25 - 27	25 - 27	28 - 30	26 - 28	24 - 26	22 - 24	26 - 28	23 - 25	21 - 23	25 - 27	22 - 24	3	Rp 4.500.000	Rp 6.000.000
IT9	Database Management With Ms Access 2010 And SQL Method	7 - 9	4 - 6	4 - 6	8 - 10	6 - 8	3 - 5	1 - 3	5 - 7	2 - 4	1 - 3	4 - 6	2 - 4	3	Rp 4.500.000	Rp 6.000.000
IT10	Cloud Computing Fundamentals	7 - 8	4 - 5	4 - 5	8 - 9	6 - 7	3 - 4	1 - 2	5 - 6	1 - 2	1 - 2	4 - 5	2 - 3	2	Rp 3.500.000	Rp 5.000.000
FM	FINANCIAL MANAGEMENT															
FM1	Analisis Laporan Keuangan	7 - 8	4 - 5	4 - 5	8 - 9	6 - 7	3 - 4	1 - 2	5 - 6	1 - 2	1 - 2	4 - 5	2 - 3	2	Rp 3.500.000	Rp 5.000.000
FM2	Budgeting Techniques & Cost control	9 - 10	6 - 7	6 - 7	10 - 11	8 - 9	5 - 6	3 - 4	7 - 8	3 - 4	7 - 8	6 - 7	4 - 5	2	Rp 3.500.000	Rp 5.000.000
FM3	Financial Management For Non Financial Executives (FINON)	14 - 15	11 - 12	11 - 12	14 - 15	13 - 14	10 - 11	8 - 9	12 - 13	9 - 10	9 - 10	11 - 12	9 - 10	2	Rp 3.500.000	Rp 5.000.000
FM4	Basic Accounting	16 - 17	13 - 14	13 - 14	16 - 17	15 - 16	12 - 13	10 - 11	14 - 15	11 - 12	14 - 15	13 - 14	11 - 12	2	Rp 3.500.000	Rp 5.000.000
FM5	Cash Management	21 - 22	18 - 19	18 - 19	22 - 23	20 - 21	17 - 18	15 - 16	19 - 20	16 - 17	16 - 17	18 - 19	16 - 17	2	Rp 3.500.000	Rp 5.000.000
FM6	Petty Cash Management & Administration	23 - 24	20 - 21	20 - 21	24 - 25	22 - 23	19 - 20	17 - 18	21 - 22	18 - 19	21 - 22	20 - 21	30 - 31	2	Rp 3.500.000	Rp 5.000.000
FM7	Accounts Receivable Management Best Practices	30 - 31	25 - 26	25 - 26	29 - 30	27 - 28	23 - 24	22 - 23	26 - 27	23 - 24	23 - 24	25 - 26	23 - 24	2	Rp 3.500.000	Rp 5.000.000
FM8	Profit Planning	7 - 8	27 - 28	27 - 28	8 - 9	6 - 7	25 - 26	24 - 25	28 - 29	25 - 26	28 - 29	27 - 28	30 - 31	2	Rp 3.500.000	Rp 5.000.000
FM9	Laporan Keuangan : Pemahaman dan Penggunaannya	7 - 8	4 - 5	4 - 5	8 - 9	6 - 7	3 - 4	1 - 2	5 - 6	1 - 2	1 - 2	4 - 5	2 - 3	2	Rp 3.500.000	Rp 5.000.000
FM10	Audit Operasional Kinerja	9 - 10	6 - 7	6 - 7	10 - 11	8 - 9	5 - 6	3 - 4	7 - 8	3 - 4	7 - 8	6 - 7	4 - 5	2	Rp 3.500.000	Rp 5.000.000
FM11	Teknik Rekayasa Laporan Keuangan	14 - 15	11 - 12	11 - 12	14 - 15	13 - 14	10 - 11	8 - 9	12 - 13	9 - 10	9 - 10	11 - 12	9 - 10	2	Rp 3.500.000	Rp 5.000.000
FM12	Integrated Cost Engineering	7 - 9	4 - 6	4 - 6	8 - 10	6 - 8	3 - 5	1 - 3	5 - 7	2 - 4	1 - 3	4 - 6	2 - 4	3	Rp 4.500.000	Rp 6.000.000



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BNK	PERBANKAN															
BNK1	Analisa Keuangan Untuk Pemula	7-8	4-5	4-5	8-9	6-7	3-4	1-2	5-6	1-2	1-2	4-5	2-3	2	Rp 3.500.000	Rp 5.000.000
BNK2	Fraud Audit Syllabus	9-10	6-7	6-7	10-11	8-9	5-6	3-4	7-8	3-4	7-8	6-7	4-5	2	Rp 3.500.000	Rp 5.000.000
BNK3	Fsa For Financial Institution Syllabus	14-15	11-12	11-12	14-15	13-14	10-11	8-9	12-13	9-10	9-10	11-12	9-10	2	Rp 3.500.000	Rp 5.000.000
BNK4	Objectives and Key Result (OKR)	16-17	13-14	13-14	16-17	15-16	12-13	10-11	14-15	11-12	14-15	13-14	11-12	2	Rp 3.500.000	Rp 5.000.000
BNK5	Grooming & Personality	21-22	18-19	18-19	22-23	20-21	17-18	15-16	19-20	16-17	16-17	18-19	16-17	2	Rp 3.500.000	Rp 5.000.000
BNK6	Grafonomi, Grafologi Dan Deteksi Uang Palsu	23-24	20-21	20-21	24-25	22-23	19-20	17-18	21-22	18-19	21-22	20-21	30-31	2	Rp 3.500.000	Rp 5.000.000
BNK7	Kredit Pemilikan Rumah Level 1	30-31	25-26	25-26	29-30	27-28	23-24	22-23	26-27	23-24	23-24	25-26	23-24	2	Rp 3.500.000	Rp 5.000.000
BNK8	Administrasi Kredit	7-8	27-28	27-28	8-9	6-7	25-26	24-25	28-29	25-26	28-29	27-28	30-31	2	Rp 3.500.000	Rp 5.000.000
BNK9	Analisa Keuangan Perbankan	7-8	4-5	4-5	8-9	6-7	3-4	1-2	5-6	1-2	1-2	4-5	2-3	2	Rp 3.500.000	Rp 5.000.000
BNK10	Bank Anti Fraud Best Practise	9-10	6-7	6-7	10-11	8-9	5-6	3-4	7-8	3-4	7-8	6-7	4-5	2	Rp 3.500.000	Rp 5.000.000
BNK11	Comprehensive Credit Analys	14-15	11-12	11-12	14-15	13-14	10-11	8-9	12-13	9-10	9-10	11-12	9-10	2	Rp 3.500.000	Rp 5.000.000
BNK12	Dasar Dasar Account Officer	16-17	13-14	13-14	16-17	15-16	12-13	10-11	14-15	11-12	14-15	13-14	11-12	2	Rp 3.500.000	Rp 5.000.000
BNK13	Hukum Perkreditan	21-22	18-19	18-19	22-23	20-21	17-18	15-16	19-20	16-17	16-17	18-19	16-17	2	Rp 3.500.000	Rp 5.000.000
BNK14	Kredit Konsumtif	23-24	20-21	20-21	24-25	22-23	19-20	17-18	21-22	18-19	21-22	20-21	30-31	2	Rp 3.500.000	Rp 5.000.000
BNK15	Pemberian Kredit Investasi	30-31	25-26	25-26	29-30	27-28	23-24	22-23	26-27	23-24	23-24	25-26	23-24	2	Rp 3.500.000	Rp 5.000.000
BNK16	Penilaian Agunan (Aset)	7-8	27-28	27-28	8-9	6-7	25-26	24-25	28-29	25-26	28-29	27-28	30-31	2	Rp 3.500.000	Rp 5.000.000
BNK17	Audit Kredit Berbasis Risiko	7-8	4-5	4-5	8-9	6-7	3-4	1-2	5-6	1-2	1-2	4-5	2-3	2	Rp 3.500.000	Rp 5.000.000
BNK18	Credit Process Management	9-10	6-7	6-7	10-11	8-9	5-6	3-4	7-8	3-4	7-8	6-7	4-5	2	Rp 3.500.000	Rp 5.000.000
BNK19	Collateral Evaluation Skill	14-15	11-12	11-12	14-15	13-14	10-11	8-9	12-13	9-10	9-10	11-12	9-10	2	Rp 3.500.000	Rp 5.000.000
BNK20	Credit Administratition And Documentation	16-17	13-14	13-14	16-17	15-16	12-13	10-11	14-15	11-12	14-15	13-14	11-12	2	Rp 3.500.000	Rp 5.000.000



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BNK	PERBANKAN															
BNK21	Credit Analysis Skill	21 - 22	18 - 19	18 - 19	22 - 23	20 - 21	17 - 18	15 - 16	19 - 20	16 - 17	16 - 17	18 - 19	16 - 17	2	Rp 3.500.000	Rp 5.000.000
BNK22	Non Performing Loan Management	23 - 24	20 - 21	20 - 21	24 - 25	22 - 23	19 - 20	17 - 18	21 - 22	18 - 19	21 - 22	20 - 21	30 - 31	2	Rp 3.500.000	Rp 5.000.000
BNK23	Modul Risk Analysis & Mitigation Skill	30 - 31	25 - 26	25 - 26	29 - 30	27 - 28	23 - 24	22 - 23	26 - 27	23 - 24	23 - 24	25 - 26	23 - 24	2	Rp 3.500.000	Rp 5.000.000
BNK24	Rating & Scoring	7 - 8	27 - 28	27 - 28	8 - 9	6 - 7	25 - 26	24 - 25	28 - 29	25 - 26	28 - 29	27 - 28	30 - 31	2	Rp 3.500.000	Rp 5.000.000
BNK25	Ligitation Knowledge	7 - 8	4 - 5	4 - 5	8 - 9	6 - 7	3 - 4	1 - 2	5 - 6	1 - 2	1 - 2	4 - 5	2 - 3	2	Rp 3.500.000	Rp 5.000.000
BNK26	The Syndication Process And Handling For Corporate Credit	9 - 10	6 - 7	6 - 7	10 - 11	8 - 9	5 - 6	3 - 4	7 - 8	3 - 4	7 - 8	6 - 7	4 - 5	2	Rp 3.500.000	Rp 5.000.000
BNK27	Skills & Competencies For The New Internal Auditor	14 - 15	11 - 12	11 - 12	14 - 15	13 - 14	10 - 11	8 - 9	12 - 13	9 - 10	9 - 10	11 - 12	9 - 10	2	Rp 3.500.000	Rp 5.000.000
BNK28	Customer Service Management (CRM) For Banking	16 - 17	13 - 14	13 - 14	16 - 17	15 - 16	12 - 13	10 - 11	14 - 15	11 - 12	14 - 15	13 - 14	11 - 12	2	Rp 3.500.000	Rp 5.000.000
BNK29	Know Your Customer (KYC)	21 - 22	18 - 19	18 - 19	22 - 23	20 - 21	17 - 18	15 - 16	19 - 20	16 - 17	16 - 17	18 - 19	16 - 17	2	Rp 3.500.000	Rp 5.000.000
BNK30	Collection Skill	23 - 24	20 - 21	20 - 21	24 - 25	22 - 23	19 - 20	17 - 18	21 - 22	18 - 19	21 - 22	20 - 21	30 - 31	2	Rp 3.500.000	Rp 5.000.000
BNK31	Compliance Review Technique Procedure Knowledge	30 - 31	25 - 26	25 - 26	29 - 30	27 - 28	23 - 24	22 - 23	26 - 27	23 - 24	23 - 24	25 - 26	23 - 24	2	Rp 3.500.000	Rp 5.000.000
BNK32	Fraud Prevention And Violation Handling Skill	7 - 8	27 - 28	27 - 28	8 - 9	6 - 7	25 - 26	24 - 25	28 - 29	25 - 26	28 - 29	27 - 28	30 - 31	2	Rp 3.500.000	Rp 5.000.000
BNK33	Assessment Skill	7 - 8	4 - 5	4 - 5	8 - 9	6 - 7	3 - 4	1 - 2	5 - 6	1 - 2	1 - 2	4 - 5	2 - 3	2	Rp 3.500.000	Rp 5.000.000
BNK34	Branch Operations Management	9 - 10	6 - 7	6 - 7	10 - 11	8 - 9	5 - 6	3 - 4	7 - 8	3 - 4	7 - 8	6 - 7	4 - 5	2	Rp 3.500.000	Rp 5.000.000
BNK35	E-Banking Knowledge	14 - 15	11 - 12	11 - 12	14 - 15	13 - 14	10 - 11	8 - 9	12 - 13	9 - 10	9 - 10	11 - 12	9 - 10	2	Rp 3.500.000	Rp 5.000.000
BNK36	Banking Operations Management	16 - 17	13 - 14	13 - 14	16 - 17	15 - 16	12 - 13	10 - 11	14 - 15	11 - 12	14 - 15	13 - 14	11 - 12	2	Rp 3.500.000	Rp 5.000.000
BNK37	Sales & Marketing Strategy Development Skill	21 - 22	18 - 19	18 - 19	22 - 23	20 - 21	17 - 18	15 - 16	19 - 20	16 - 17	16 - 17	18 - 19	16 - 17	2	Rp 3.500.000	Rp 5.000.000
BNK38	Investigative Audit	7 - 9	4 - 6	4 - 6	8 - 10	6 - 8	3 - 5	1 - 3	5 - 7	2 - 4	1 - 3	4 - 6	2 - 4	3	Rp 4.500.000	Rp 6.000.000
BNK39	Audit Sampling	14 - 16	11 - 13	11 - 13	15 - 17	13 - 15	10 - 12	8 - 10	12 - 14	9 - 11	7 - 9	11 - 13	9 - 11	3	Rp 4.500.000	Rp 6.000.000



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OM	OPERATION AND MAINTENANCE : MECHANICAL AND ELECTRICAL ENGINEERING															
OM1	Pompa dan Kompresor : Operasi, Perawatan dan Troubleshooting	7 - 10	4 - 7	4 - 7	8 - 11	6 - 9	3 - 6	1 - 4	5 - 8	1 - 4	7 - 10	4 - 7	2 - 5	4	Rp 5.000.000	Rp 7.000.000
OM2	Analisis Getaran Dalam Perawatan Rotary Equipment	14 - 17	11 - 14	11 - 14	14 - 17	13 - 16	10 - 13	8 - 11	12 - 15	9 - 12	14 - 17	11 - 14	9 - 12	4	Rp 5.000.000	Rp 7.000.000
OM3	Generator : Operation, Troubleshooting and Maintenance	21 - 24	18 - 21	18 - 21	22 - 25	20 - 23	17 - 20	15 - 18	19 - 22	16 - 19	21 - 24	18 - 21	16 - 19	4	Rp 5.000.000	Rp 7.000.000
OM4	Trafo : Principles, Application and Maintenance	7 - 10	25 - 28	25 - 28	8 - 11	6 - 9	23 - 26	22 - 25	26 - 29	23 - 26	28 - 31	25 - 28	2 - 5	4	Rp 5.000.000	Rp 7.000.000
OM5	Operasi dan Pemeliharaan Turbin Gas dan Generator	7 - 10	4 - 7	4 - 7	8 - 11	6 - 9	3 - 6	1 - 4	5 - 8	1 - 4	7 - 10	4 - 7	2 - 5	4	Rp 5.000.000	Rp 7.000.000
OM6	Pengoperasian ,Pemeliharaan dan Trouble Shooting Governor PLTA	14 - 17	11 - 14	11 - 14	14 - 17	13 - 16	10 - 13	8 - 11	12 - 15	9 - 12	14 - 17	11 - 14	9 - 12	4	Rp 5.000.000	Rp 7.000.000
OM7	Trouble Shooting Turbin air	21 - 24	18 - 21	18 - 21	22 - 25	20 - 23	17 - 20	15 - 18	19 - 22	16 - 19	21 - 24	18 - 21	16 - 19	4	Rp 5.000.000	Rp 7.000.000
OM8	Piping and Pipeline System	7 - 10	25 - 28	25 - 28	8 - 11	6 - 9	23 - 26	22 - 25	26 - 29	23 - 26	28 - 31	25 - 28	2 - 5	4	Rp 5.000.000	Rp 7.000.000
OM9	First Line Maintenance (FLM)	7 - 9	4 - 6	4 - 6	8 - 10	6 - 8	3 - 5	1 - 3	5 - 7	2 - 4	1 - 3	4 - 6	2 - 4	3	Rp 4.500.000	Rp 6.000.000
OM10	Konversi Energi	14 - 16	11 - 13	11 - 13	15 - 17	13 - 15	10 - 12	8 - 10	12 - 14	9 - 11	7 - 9	11 - 13	9 - 11	3	Rp 4.500.000	Rp 6.000.000
OM11	Outage Management	21 - 23	18 - 20	18 - 20	22 - 24	20 - 22	17 - 19	15 - 17	19 - 21	16 - 18	14 - 16	18 - 20	16 - 18	3	Rp 4.500.000	Rp 6.000.000
OM12	Basic Electrical & Mechanical	7 - 9	25 - 27	25 - 27	28 - 30	26 - 28	24 - 26	22 - 24	26 - 28	23 - 25	21 - 23	25 - 27	22 - 24	3	Rp 4.500.000	Rp 6.000.000
OM13	Material Knowledge	7 - 9	4 - 6	4 - 6	8 - 10	6 - 8	3 - 5	1 - 3	5 - 7	2 - 4	1 - 3	4 - 6	2 - 4	3	Rp 4.500.000	Rp 6.000.000
OM14	Bengkel Alat Berat	7 - 10	4 - 7	4 - 7	8 - 11	6 - 9	3 - 6	1 - 4	5 - 8	1 - 4	7 - 10	4 - 7	2 - 5	4	Rp 5.000.000	Rp 7.000.000
OM15	Boiler Water Treatment	14 - 17	11 - 14	11 - 14	14 - 17	13 - 16	10 - 13	8 - 11	12 - 15	9 - 12	14 - 17	11 - 14	9 - 12	4	Rp 5.000.000	Rp 7.000.000
OM16	Heavy Equipment Management	21 - 24	18 - 21	18 - 21	22 - 25	20 - 23	17 - 20	15 - 18	19 - 22	16 - 19	21 - 24	18 - 21	16 - 19	4	Rp 5.000.000	Rp 7.000.000
OM17	Perhitungan BBM dengan metode ASTM dan Gas dengan metode AGA	7 - 10	25 - 28	25 - 28	8 - 11	6 - 9	23 - 26	22 - 25	26 - 29	23 - 26	28 - 31	25 - 28	2 - 5	4	Rp 5.000.000	Rp 7.000.000
OM18	Electrical : Troubleshooting and Maintenance	7 - 10	4 - 7	4 - 7	8 - 11	6 - 9	3 - 6	1 - 4	5 - 8	1 - 4	7 - 10	4 - 7	2 - 5	4	Rp 5.000.000	Rp 7.000.000
OM19	Electric Motor : Operation, Maintenance and Troubleshooting	14 - 17	11 - 14	11 - 14	14 - 17	13 - 16	10 - 13	8 - 11	12 - 15	9 - 12	14 - 17	11 - 14	9 - 12	4	Rp 5.000.000	Rp 7.000.000
OM20	Electrical Calibration	21 - 24	18 - 21	18 - 21	22 - 25	20 - 23	17 - 20	15 - 18	19 - 22	16 - 19	21 - 24	18 - 21	16 - 19	4	Rp 5.000.000	Rp 7.000.000
OM21	Sistem kontrol PLTA	7 - 10	25 - 28	25 - 28	8 - 11	6 - 9	23 - 26	22 - 25	26 - 29	23 - 26	28 - 31	25 - 28	2 - 5	4	Rp 5.000.000	Rp 7.000.000
OM22	Pelatihan Kalibrasi dan Pemeliharaan relay Proteksi Generator	7 - 10	4 - 7	4 - 7	8 - 11	6 - 9	3 - 6	1 - 4	5 - 8	1 - 4	7 - 10	4 - 7	2 - 5	4	Rp 5.000.000	Rp 7.000.000
OM23	Control Instrument	14 - 17	11 - 14	11 - 14	14 - 17	13 - 16	10 - 13	8 - 11	12 - 15	9 - 12	14 - 17	11 - 14	9 - 12	4	Rp 5.000.000	Rp 7.000.000
OM24	Basic Mechanical Course (BMC)	7 - 9	4 - 6	4 - 6	8 - 10	6 - 8	3 - 5	1 - 3	5 - 7	2 - 4	1 - 3	4 - 6	2 - 4	3	Rp 4.500.000	Rp 6.000.000
OM25	Electric Motor And Gearbox	14 - 16	11 - 13	11 - 13	15 - 17	13 - 15	10 - 12	8 - 10	12 - 14	9 - 11	7 - 9	11 - 13	9 - 11	3	Rp 4.500.000	Rp 6.000.000
OM26	Kalibrasi Alat Ukur Magnetic	21 - 23	18 - 20	18 - 20	22 - 24	20 - 22	17 - 19	15 - 17	19 - 21	16 - 18	14 - 16	18 - 20	16 - 18	3	Rp 4.500.000	Rp 6.000.000
OM27	Piping And Instrumentation Diagram (P&ID)	7 - 9	25 - 27	25 - 27	28 - 30	26 - 28	24 - 26	22 - 24	26 - 28	23 - 25	21 - 23	25 - 27	22 - 24	3	Rp 4.500.000	Rp 6.000.000



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