

## List of RMP Seminars

### *Business Communications*

Title	Category	Duration
Effective Business Writing	Business Communications	1 Day
Essential Business Communications Skills	Business Communications	1 Day
How to look Confident and Powerful	Business Communications	1 Day
Power Dressing and Make Up	Business Communications	1 Day
Powerful Public Speaking	Business Communications	1 Day
Precision Questioning and Answering	Business Communications	1 Day
Speaking Under Pressure	Business Communications	1 Day
Technical Report Writing	Business Communications	1 Day

### *Business Language*

Title	Category	Duration
Business Etiquette	Business Language	1 Day
Conversational Business English	Business Language	1 Day
Create your own Elevator Speech	Business Language	1 Day
Effective Grammar for the Busy Businessman	Business Language	1 Day
English Language and Personality Development	Business Language	1 Day
Writing Reports and Proposals	Business Language	1 Day

### *Engineering Tools*

Title	Category	Duration
5S in the Workplace (Gemba)	Engineering Tools	1 Day
7 QC Tools and 7 New Tools	Engineering Tools	2 Days
Autonomous/Planned Maintenance	Engineering Tools	1 Day
Equipment Failure Mode & Effect Analysis (FMEA)	Engineering Tools	2 Days
Fundamentals of Administrative Excellence	Engineering Tools	1 Day
Poka-Yoke (Mistake Proofing)	Engineering Tools	1 Day
Process Failure Mode & Effect Analysis	Engineering Tools	2 Days
Statistical Methods (Basic & Advance)	Engineering Tools	2 Days
Team-Oriented Problem Solving (8D)	Engineering Tools	2 Days

Technology Transfer ♦ Training ♦ Mentoring ♦ Coaching

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*"Helping you grow your business"*

## List of RMP Seminars

The Lean Office (Effective Office Management)	Engineering Tools	1 Day
The Roadmap to Total Preventive Maintenance - Executive Course	Engineering Tools	1 Day
Total Productive Maintenance (TPM)	Engineering Tools	2 Days
Unleashing Creativity and Innovation to implement meaningful Kaizen	Engineering Tools	1 Day

### ***Finance and Accounting***

Title	Category	Duration
Accounting for Non-Accountants	Finance and Accounting	2 Days
Understanding the Company's Financial Statement	Finance and Accounting	1 Day
Fundamentals of Financial Analysis	Finance and Accounting	2 Days
Tax for Professionals	Finance and Accounting	1 Day

### ***Hospitality (Hotel and Restaurant Management)***

Title	Category	Duration
Basic Sales Skills for the Hospitality Industry	Hospitality	1 Day
Business English for Hospitality Services	Hospitality	1 Day
Conversational English for Hospitality Services	Hospitality	1 Day
Customer Care and Anticipating the Guest's Needs	Hospitality	1 Day
Effective Hospitality Show Rounds for non Sales Personnel	Hospitality	1 Day
Effective Time Management for Sales Teams	Hospitality	1 Day
Effectively Handling Telephone Enquiries	Hospitality	1 Day
English Proficiency for Hospitality Services	Hospitality	1 Day
Introduction to Marketing for the Hospitality Trade	Hospitality	1 Day

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### *Hospitality Management*

Title	Category	Duration
Effective Hospitality Sales Office Organisation	Hospitality Management	1 Day
Organizing and Running an Effective Hospitality Sales Meeting	Hospitality Management	1 Day

### *HR Behavioral Management*

Title	Category	Duration
Anger Management	HR Behavioral Management	1 Day
Achieving Work Life Balance	HR Behavioral Management	1 Day
Assertiveness Training & How To Read Body Language	HR Behavioral Management	2 Days
Change Management Training	HR Behavioral Management	1 Day
Conflict Resolution: Dealing With Difficult People	HR Behavioral Management	1 Day
Effective Conflict Management Training	HR Behavioral Management	2 Days
Essential Coaching & Mentoring Skills	HR Behavioral Management	2 Days
Making Positive First Impressions	HR Behavioral Management	1 Day
Personality Development	HR Behavioral Management	2 Days
Proactive Time and Stress Management	HR Behavioral Management	1 Day
Professional Corporate Image Enhancement and Development Program	HR Behavioral Management	1 Day
Stress Management Training	HR Behavioral Management	1 Day
Time Management	HR Behavioral Management	1 Day
Work Attitude & Value Enhancement (Wave) Program	HR Behavioral Management	1 Day

### *HR Development*

Title	Category	Duration
Career Planning & Development	HR Development	2 Days
Coaching for Peak Performance	HR Development	1 Day
Coaching Mentoring and Counseling in the Workplace	HR Development	2 Days
Competency Assessment & Training Needs Analysis Seminar	HR Development	2 Days

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Competency-Based Salary Structure Design	HR Development	1 Day
Developing Career Roadmaps Training Program	HR Development	2 Days
Effective Behavioral Based Interviewing Skills	HR Development	2 Days
Effective Competency-Based Compensation & Benefits	HR Development	2 Days
Effective Competency-Based Succession Planning	HR Development	2 Days
Effective Human Resource Management Training	HR Development	1 Day
Effective Job Safety & Security Management	HR Development	2 Days
Effective Labor Relations Management	HR Development	2 Days
Effective Performance Appraisal System	HR Development	2 Days
Fundamentals of Human Resource Management	HR Development	1 Day
HR for the Non-HR Personnel Training	HR Development	2 Days
People Management	HR Development	1 Day
Performance Measurement and KPI Systems Workshop	HR Development	2 Days
Strategic Human Capital Management	HR Development	2 Days
Train the Trainer Training	HR Development	2 Days
Work Competencies Enhancement Program	HR Development	2 Days

### *Leadership and Management*

Title	Category	Duration
Advanced Supervisory Skills: Tools and Techniques to Get the Work Done	Leadership and Management	1 Day
Business Process Reengineering	Leadership and Management	2 Days
Crafting a Road Map to a High Performance Organization	Leadership and Management	1 Day
Effective Corporate Right-Sizing	Leadership and Management	1 Day
Effective Project Management	Leadership and Management	1 Days
Effective Succession Planning	Leadership and Management	1 Day
Essential Skills for New Managers and Supervisors	Leadership and Management	1 Day
Fundamentals of Forecasting	Leadership and Management	1 Day
Fundamentals of Project Management	Leadership and Management	1 Day
Fundamentals of Strategic Planning	Leadership and Management	1 Day
How to Use Situational Leadership	Leadership and Management	2 Days
Innovation and Creativity	Leadership and Management	1 Day

## List of RMP Seminars

Leadership Essentials: Developing your Personal Leadership Brand	Leadership and Management	1 Day
Leadership Style Flexibility & Managerial Effectiveness	Leadership and Management	1 Day
Presentation Skills for Sales and Marketing Staff	Leadership and Management	1 Day
Problem Solving and Decision Making	Leadership and Management	1 Day
Risk Management	Leadership and Management	2 Day
Superior Customer Service Strategies	Leadership and Management	1 Day
Time Management for Sales and Marketing Staff and Supervisors	Leadership and Management	1 Day
Time Management: Tools and Techniques for Effective Priority Setting	Leadership and Management	1 Day
Train the Trainer (Trainer Mentoring)	Leadership and Management	1 Day

### *Lean and Six Sigma*

<b>Title</b>	<b>Category</b>	<b>Duration</b>
Introduction to Lean	Lean and Six Sigma	1 Day
Lean Manufacturing and Quality Leadership	Lean and Six Sigma	1 Day
Practical Lean and Six Sigma for Business	Lean and Six Sigma	1 Day
Six Sigma Green Belt (5 days)	Lean and Six Sigma	5 Days
Six Sigma Overview	Lean and Six Sigma	1 Day
Statistical Process Control	Lean and Six Sigma	2 Days
Value Stream Mapping	Lean and Six Sigma	1 Day

### *Sales and Marketing*

<b>Title</b>	<b>Category</b>	<b>Duration</b>
Conversational English for the Sales Professional	Sales and Marketing	1 Day
CSP® Program	Sales and Marketing	
Effective Presentation Skills	Sales and Marketing	1 Day
Effective Sales Management	Sales and Marketing	1 Day
Fast Account Development (Telephone Skills)	Sales and Marketing	1 Day
Fundamentals of Marketing	Sales and Marketing	1 Day
Fundamentals of Selling (Tactical Selling)	Sales and Marketing	1 Day

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Influential Selling: Negotiation Skills Development	Sales and Marketing	1 Day
Key Account Management	Sales and Marketing	1 Day
Overcoming Objections	Sales and Marketing	1 Day
Written Business English for the Sales Professional	Sales and Marketing	1 Day

### *Soft Skills*

<b>Title</b>	<b>Category</b>	<b>Duration</b>
Creating an Effective Resume	Soft Skills	1/2 Day
Developing an Attitude for Success	Soft Skills	1/2 Day
Developing you Career Road Map	Soft Skills	1/2 Day
Effective Events Management	Soft Skills	1 Day
Effective Meeting Management	Soft Skills	1/2 Day
Essential Skills for the Administrative and Executive Assistant	Soft Skills	1 Day
How to be an Outstanding Receptionist	Soft Skills	1 Day
Manage Your Time, Manage your Life	Soft Skills	1 Day
Managing Personal Finances	Soft Skills	1 Day
Mastering the Interview - Get That Job!	Soft Skills	1/2 Day
Persuasive Negotiations Skills	Soft Skills	1 Day
Power Teambuilding	Soft Skills	1 Day
Professional Manners and Courtesy	Soft Skills	1 Day
Work Attitude and Values Enhancement (WAVE)	Soft Skills	1 Day

### *Supply Chain Management*

<b>Title</b>	<b>Category</b>	<b>Duration</b>
Diploma in Supply Chain Management	Supply Chain Management	
Effective Inventory Management	Supply Chain Management	2 Days
Fundamentals of Inventory Management	Supply Chain Management	1 Day
Fundamentals of Logistics Management	Supply Chain Management	1 Day
Fundamentals of Purchasing	Supply Chain Management	2 Days
Fundamentals of Warehouse Management	Supply Chain Management	1 Day
Fundamentals of Warehouse Management & Inventory Control	Supply Chain Management	2 Days
Fundamentals of Warehouse & Logistics Management	Supply Chain Management	2 Days