



## Seminar Calendar: January - December 2018

### 2018 年研讨会日程表

Schedule	Topics	Language	Price in RMB (Members/Non-members)
<b>January</b>			
8-10	Essential AutoCAD Skills: 2-D Drafting Basics	CN	2400/2600
11	Say It with Charts: Presenting Data Graphically in Excel	CN	800/1000
15-16	MS Office Advanced Skills for HR Professionals	CN	1600/1800
15-17	IATF 16949:2016 Internal Auditor Course	CN	4000/4500
24-26	ISO 9001:2015 Internal Auditor Course	CN	2450/2950
31	Working with Excel Functions	CN	800/1000
<b>February</b>			
6	Bikablo ® basics - Your First Step into Visual World <b>new</b>	CN	2380
26-28	IATF 16949:2016 Internal Auditor Course	CN	4000/4500
<b>March</b>			
1-2	Building High Performance EA / PA / Assistants Training	CN	4500/5000
5-9	Improve Maturity of your Manufacturing Process to 6 Sigma	CN	8000/8500
10	Bikablo ® basics - Your First Step into Visual World <b>new</b>	CN	2380
12-13	Working Smart with PowerPoint	CN	1600/1800
13-14	Project Management	CN	4200/4700
14	Successful Design with PowerPoint	CN	800/1000
14-16	Controlling in 5 Stages: Stage 5 "Presentation and Moderation"	CN	9800/10800
14-16	IATF 16949:2016 Internal Auditor Course	CN	4000/4500
16	Preventive Quality Assurance - Design and Process FMEA	CN	2000/2500
19-20	Working Smart with Excel	CN	1600/1800
19-21	ISO 9001:2015 Internal Auditor Course	CN	2450/2950
21	How to be a Professional Receptionist	CN	2200/2400
21	Managing Emails and Schedules Using Outlook	CN	800/1000
21-22	Bridging the Culture Gap-Living, Working and Leading in China	EN	4200/4700
22	Overview of China GHS <b>new</b>	CN	3000/3500
22-23	Effective Selling Skills	CN	4200/4700
22-24	Facilitator Curriculum <b>new</b>	CN	6800/7200/Level
23	7 Steps to Effective Problem Solving for a High-performance Team	CN	2000/2500
23	Employment Contracts for Foreigners - Aligning Legal, Social Insurance, Tax and Immigration Requirements	EN	3200/3700
26-27	Essential AutoCAD Skills: 2-D Drafting Intermediate	CN	1600/1800
27-28	How to Relocate your Factory in China	CN	10800
27-28	Cross-Cultural Training-Virtual Communication	EN	4200/4700
27-28	Communication, Influencing and Negotiation Skills	CN	4200/4700
28-29	Leading with Global Perspective <b>new</b>	EN	5300/5800
28-29	Working Smart with Word	CN	1600/1800
28-30	ISO 14001&OHSAS 18001 Legal Requirements Compliance Evaluation	CN	2650/3150
29-30	Lean Production Enabled by Industry 4.0	CN	4000/4500
29-30	"Strategic Thinking" in Digital Disruption Age (VUCA Environment)	EN	4200/4700
30	Compliance Risk HR - Chinese Employment and HR Law in a Nutshell	EN	3200/3700
<b>April</b>			
2	Fundamentals of Access Database	CN	800/1000



3-4	Advanced Applications of Access Database	CN	1600/1800
9	Working with Excel Functions	CN	800/1000
10-11	Facilitation Tools for Group Decision-Making <b>new</b>	CN	6500/7000
11	Effective Meeting Management	CN	2700/3000
12-13	Interpretation of New Customs Policy and HS Code, Royalties for Customs Inspection under New Situation <b>new</b>	CN	4200/4700
12-13	Performance Management and Effective Coaching Skills	CN	4200/4700
12-13	Working Smart with MS Project	CN	2400/2600
13	Design your Production Line Lean and Intelligent	CN	2000/2500
17	Data Management and Analysis with Excel	CN	800/1000
17-18	Basic Management Skills	CN	4200/4700
18-19	Convincing & Influential Power - Persuade Others and Sustain Impact	EN	4200/4700
18-20	IATF 16949:2016 Internal Auditor Course	CN	4000/4500
18-20	Controlling in 5 Stages: Stage 1 “Controlling & Controller”	CN	9800/10800
19-20	How Team Leader Build High Performance & Cohesive Teams?	CN	4200/4700
20	Flexible Production Planning - The Key to Competitive Edge	CN	2000/2500
21	Bikablo ® basics - Your First Step into Visual World <b>new</b>	CN	2380
23-24	Working with Excel Macro & VBA	CN	2400/2600
23-24	How to Relocate your Factory in China	CN	10800
23-24	MS Office Advanced Skills for HR Professionals	CN	1600/1800
23-25	ISO 9001:2015 Internal Auditor Course	CN	2450/2950
25	Office 365/2016: Improved Experience in Desktop Productivity	CN	800/1000
26-27	Developing Sales Strategy	CN	4200/4700
26-27	Upgrade your Internal logistics to Lean and Smart	CN	4000/4500

#### May

5	Bikablo ® basics - Your First Step into Visual World <b>new</b>	CN	2380
8-9	German Business Culture	CN	4200/4700
9	Time and Stress Management	CN	2200/2400
10	Efficient Team Collaboration with SharePoint	CN	1200/1400
10-11	Creative Problem Solving and Decision Making	CN	4200/4700
10-15	Lean Manufacturing	CN/EN	8000
11	Industry 4.0 Roadmap	CN	2000/2500
14-15	Working Smart with PowerPoint	CN	1600/1800
14-16	Essential AutoCAD Skills: 2-D Drafting Basics	CN	2400/2600
15-16	Leadership Coaching Style (LCS)	CN	5200/5700
15-16	Excellence in Customer Service	CN	4200/4700
16	Successful Design with PowerPoint	CN	800/1000
16-18	ISO 9001:2015 Internal Auditor Course	CN	2450/2950
16-18	Controlling in 5 Stages: Stage 2 “Controlling Toolbox”	CN	9800/10800
17	Say It with Charts: Presenting Data Graphically in Excel	CN	800/1000
17-18	Developing Managerial Skills in Technical Professionals, R&D, Engineers and Scientist (Managing Technical Professional TM) <b>new</b>	EN	4200/4700
17-18	How to Relocate your Factory in China	CN	10800
17-19	Facilitator Curriculum <b>new</b>	CN	6800/7200/阶
18	The Strategic Mindset of China <b>new</b>	EN	4200/4800
18	Digital Shopfloor Management	CN	2000/2500
21-23	IATF 16949:2016 Internal Auditor Course	CN	4000/4500
22	In-Depth Applications of PivotTable	CN	1200/1400
23	GTD® - Self_Management for the Information Age <b>new</b>	EN	3600/4000
23	Say It with Charts: Business Diagrams with MS Office	CN	1200/1400
25	Analyze your Product Cost Structure Systematically	CN	2000/2500
28-29	MS Excel Advanced Skills for Financial Professionals	CN	1600/1800
28-30	ISO 14001&OHSAS 18001 Legal Requirements Compliance Evaluation	CN	2650/3150



29-30	Conflict Management <b>new</b>	CN	4200/4700
31-Jun.1	Customs Clearance Efficiency and Cost Control	CN	4200/4700

#### June

4-8	Improve Maturity of your Manufacturing Process to 6 Sigma	CN	8000/8500
5-6	Effective Communication and Presentation Skills	CN	4200/4700
5-6	Working Smart with MS Project	CN	2400/2600
7-8	Leadership Skills in Workplace <b>new</b>	CN	4200/4700
7-8	Lean Leadership Basics (Module1)	EN	9600
11-12	Lean Leadership Basics (Module2)	EN	9600
11-12	Crash Course Controlling for Non-Financial Managers& Professionals	EN	6800/7500
12-13	Essential Leadership Skills (Module 1)	EN	4200/4700
13-15	Controlling in 5 Stages: Stage 3 "Controlling Implementation"	CN	9800/10800
14-15	Human Resource Management for non-HR Professionals <b>new</b>	CN	4200/4700
15	Preventive Quality Assurance - Design and Process FMEA	CN	2000/2500
19-20	Working Smart with Excel	CN	1600/1800
20-22	IATF 16949:2016 Internal Auditor Course	CN	4000/4500
21	Data Management and Analysis with Excel	CN	800/1000
21-22	Key Account Management Workshop	CN	4200/4700
21-26	Lean Manufacturing	CN/EN	8000
22	7 Steps to Effective Problem Solving for a High-performance Team	CN	2000/2500
23	Bikablo®basics - your First Step into Visual World <b>new</b>	CN	2380
27	Managing Emails and Schedules Using Outlook	CN	800/1000
27-29	ISO 9001:2015 Internal Auditor Course	CN	2450/2950
28-29	Working with Excel Macro & VBA	CN	2400/2600

#### July

5-6	Effective Selling Skills	CN	4200/4700
5-6	Essential AutoCAD skills: 2-D Drafting Intermediate	CN	1600/1800
5-6	Finance Course for Non-Financial Managers	CN	4200/4700
5-6	Lean Production Enabled by Industry 4.0	CN	4000/4500
9-10	Working Smart with Word	CN	1600/1800
10-11	Storytelling for Sales <b>new</b>	CN	5200/5700
11-13	IATF 16949:2016 Internal Auditor Course	CN	4000/4500
12-13	Communication, Influencing & Negotiation Skills	CN	4200/4700
13	Design Your Production Line Lean and Intelligent	CN	2000/2500
16-17	Working Smart with PowerPoint	CN	1600/1800
16-18	Controlling in 5 Stages: Stage 4 "Reporting & Communication"	CN	9800/10800
16-18	ISO 9001:2015 Internal Auditor Course	CN	2450/2950
17-18	Highly Effective Talent Recruitment and Selection <b>new</b>	CN	4200/4700
17-18	Interpretation of New Customs Policy and HS Code, Royalties for Customs Inspection under New Situation <b>new</b>	CN	4200/4700
19	Say It with Charts: Presenting Data Graphically in Excel	CN	800/1000
20	Flexible Production Planning - The Key to Competitive Edge	CN	2000/2500
23	Fundamentals of Access Database	CN	800/1000
24-25	Advanced Applications of Access Database	CN	1600/1800
25-27	ISO 14001&OHSAS 18001 Legal Requirements Compliance Evaluation	CN	2650/3150
26-27	Value Proposition Design: How to Create Products and Services Customer (Internal customer too) Wants? <b>new</b>	EN	4200/4700
26-27	MS Office Advanced Skills for HR Professionals	CN	1600/1800
26-27	Upgrade Your Internal Logistics to Lean and Smart	CN	4000/4500

#### August

2-3	Working Smart with MS Project	CN	2400/2600
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7-8	Based on a DiSC Model: What is a Behavioral Interview? <b>new</b>	CN	4200/4700
9	Efficient Team Collaboration with SharePoint	CN	1200/1400
9-10	Leading with Global Perspective <b>new</b>	EN	5300/5800
9-10	Production Management Skills for Front Line Supervisor <b>new</b>	CN	4200/4700
10	Industry 4.0 Roadmap	CN	2000/2500
14-15	Storytelling for Presentation <b>new</b>	CN	5200/5700
15	Working with Excel Functions	CN	800/1000
15-17	IATF 16949:2016 Internal Auditor Course	CN	4000/4500
16-17	Developing Sales Strategy	CN	4200/4700
20-22	Controlling in 5 Stages: Stage 5 "Presentation and Moderation"	CN	9800/10800
20-22	ISO 9001:2015 Internal Auditor Course	CN	2450/2950
21	How to be a Professional Receptionist	CN	2200/2400
22	Successful Design with PowerPoint	CN	800/1000
23-24	Building High Performance EA / PA / Assistants Training	CN	4500/5000
23-24	Lean Leadership Advanced (Module1)	EN	9600
24	Digital Shopfloor Management	CN	2000/2500
27	Say It with Charts: Business Diagrams with MS Office	CN	1200/1400
27-28	Lean Leadership Advanced (Module2)	EN	9600
28-29	OKR system for Organizational Change <b>new</b>	CN	4200/4700
30-31	Project Management	CN	4200/4700
31	Analyze Your Product Cost Structure Systematically	CN	2000/2500

#### September

4	Data Management and Analysis with Excel	CN	800/1000
4	Time and Stress Management	CN	2200/2400
4-6	Essential AutoCAD Skills: 2-D Drafting Basics	CN	2400/2600
5	Effective Meeting Management	CN	2700/3000
6	Managing Emails and Schedules Using Outlook	CN	800/1000
6-7	Performance Management and Effective Coaching Skills	CN	4200/4700
10-11	Working Smart with PowerPoint	CN	1600/1800
11-12	Basic Management Skills	CN	4200/4700
11-12	German Business Culture	CN	4200/4700
12-14	Controlling in 5 Stages: Stage 1 "Controlling & Controller"	CN	9800/10800
12-14	ISO 9001:2015 Internal Auditor Course	CN	2450/2950
13-14	Essential Leadership Skills Module 2	EN	4200/4700
13-14	Working with Excel Macro & VBA	CN	2400/2600
14	Employment Contracts for Foreigners - Aligning Legal, Social Insurance, Tax and Immigration Requirements	EN	3200/3700
19-20	Convincing & Influential Power - Persuade Others and Sustain Impact	EN	4200-4700
20-21	How Team Leader Build High Performance & Cohesive Teams?	CN	4200/4700
20-21	Working Smart with Excel	CN	1600/1800
21	Compliance Risk HR - Chinese Employment and HR Law in a Nutshell	EN	3200/3700
21-23	IATF 16949:2016 Internal Auditor Course	CN	4000/4500
25-26	Hoshin Kanri	EN	4800
26-28	ISO 14001&OHSAS 18001 Legal Requirements Compliance Evaluation	CN	2650/3150
27-28	Bridging the Culture Gap-Living, Working and Leading in China	EN	4200/4700

#### October

12	Working with Excel Functions	CN	800/1000
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15	Office 365/2016: Improved Experience in Desktop Productivity	CN	800/1000
15-16	Crash Course Controlling for Non-Financial Managers& Professionals	EN	6800/7500
15-19	Improve Maturity of your Manufacturing Process to 6 Sigma	CN	8000/8500
16	In-Depth Applications of PivotTable	CN	1200/1400
16-17	Essential AutoCAD Skills: 2-D Drafting Intermediate	CN	1600/1800
17-19	Controlling in 5 Stages: Stage 2 “Controlling Toolbox”	CN	9800/10800
17-19	ISO 9001:2015 Internal Auditor Course	CN	2450/2950
18-19	“Strategic Thinking” in Digital Disruption Age (VUCA Environment)	EN	4200/4700
22-23	MS Office Advanced Skills for HR Professionals	CN	1600/1800
22-24	IATF 16949:2016 Internal Auditor Course	CN	4000/4500
24-25	MS Excel Advanced Skills for Financial Professionals	CN	1600/1800
26	Preventive Quality Assurance - Design and Process FMEA	CN	2000/2500
29-30	Working Smart with MS Project	CN	2400/2600
30-31	Excellence in Customer Service	CN	4200/4700

#### November

1-2	Cross-Cultural Training-Virtual Communication	EN	4200/4700
2	7 Steps to Effective Problem Solving for a High-performance Team	CN	2000/2500
5	Fundamentals of Access Database	CN	800/1000
5-6	Working Smart with PowerPoint	CN	1600/1800
6-7	Advanced Applications of Access Database	CN	1600/1800
6-7	Effective Communication and Presentation Skills	CN	4200/4700
7	Successful Design with PowerPoint	CN	800/1000
8-9	Key Account Management Workshop	CN	4200/4700
8-9	Lean Production Enabled by Industry 4.0	CN	4000/4500
12	The Hancho	EN	2500
15-16	Customs Clearance Efficiency and Cost Control	CN	4200/4700
16	Design Your Production Line Lean and Intelligent	CN	2000/2500
19-20	Working Smart with Word	CN	1600/1800
19-21	Controlling in 5 Stages: Stage 3 “Controlling Implementation”	CN	9800/10800
19-21	ISO 9001:2015 Internal Auditor Course	CN	2450/2950
20-21	Leadership Coaching Style (LCS)	CN	5200/5700
22-23	Creative Problem Solving and Decision Making	CN	4200/4700
23	Flexible Production Planning - The Key to Competitive Edge	CN	2000/2500
26-27	Working with Excel Macro & VBA	CN	2400/2600
28	Managing Emails and Schedules Using Outlook	CN	800/1000
28-30	ISO 14001&OHSAS 18001 Legal Requirements Compliance Evaluation	CN	2650/3150
29	Say It with Charts: Presenting Data Graphically in Excel	CN	800/1000
29-30	Upgrade Your Internal Logistics to Lean and Smart	CN	4000/5000
29-Dec. 1	Facilitator Curriculum <b>new</b>	CN	6800/7200

#### December

5-7	Essential AutoCAD Skills: 2-D Drafting Basics	CN	2400/2600
6-7	Leadership Skills in Workplace <b>new</b>	CN	4200/4700
7	Industry 4.0 Roadmap	CN	2000/2500
14	Digital Shopfloor Management	CN	2000/2500
12-14	IATF 16949:2016 Internal Auditor Course	CN	4000/4500
13-14	Working Smart with Excel	CN	1600/1800
17-19	ISO 9001:2015 Internal Auditor Course	CN	2450/2950
18	Data Management and Analysis with Excel	CN	800/1000
20-21	Working Smart with MS Project	CN	2400/2600
21	Analyze Your Product Cost Structure Systematically	CN	2000/2500



**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)  
Zhang.yihui@sh.china.ahk.de  
Tel.: +86-21 6875 8536