

# WASO Training Plan for 2012: WASO Ltd.

Revised: 20120111

Item	Code	Subject English	Month												Fee (Baht)
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1	ACF001	The Financial Documents and Correct Account as Primary Tax Law			24						22				3,000.00
2	ACF002	Budgeting Techniques Crucial Tools for Management			6			7		7		5		7	3,000.00
3	ACF003	System of Credit, Intensive Follow-up of Debt and Techniques to Accelerate the Debt Negotiations		9			9			10			12		3,000.00
4	ACF004	Read and Analyse Financial Statements, Financial and accounting information for non finance	17		16		19		10		20		24		3,000.00
5	ACF005	Risk of Exchange Rates Management	10			4			9			3			3,000.00
6	ACF006	Inventory Record and Physical Count		16		20		21		25		20		20	3,000.00
7	ACF007	The problem with income withholding tax		17			18			17			20		3,000.00
8	ACF008	Payment Strategy for International Business			22			22			21			18	3,000.00
9	ACF009	Practices Arising from Tax losses of Goods and Raw Materials in Manufacturing Processes					26						10		3,000.00
10	ACF010	Non Deductible Expenditure	9			3			4			2			3,000.00
11	ACF011	Techniques for Organizing the Payment of the Cashier		14		10		12		17		3		14	3,000.00
12	ACF012	Standard Cost Analysis			9			8			12			18	3,000.00
13	ACF013	Ms Access in accounting and auditing	27			23			20			19			3,000.00
14	ACF015	Cash Flow Planning and Management	28					30					24		3,000.00
15	ACF016	Techniques for Tracking Debts and Debt Negotiations Intensive Integrated			9			8			12			12	3,700.00
16	ACF017	Laws Related to the Loan		17			14			16			15		3,700.00
17	ADM001	Effective Interpersonal & Communication skills			5			6			4			3	3,000.00
18	ADM002	Writing Technique for Business English Communication	23			19			17			12			3,000.00
19	ADM003	Document Management Systems			27			26			26			20	3,000.00
20	ADM004	Administrative Staff with Modern Management Systems		8			8			8			9		3,000.00
21	ADM005	Management Systems of Internal Communications			16			15			14			7	3,000.00
22	ADM006	Art in the Service to Communicate by Phone	28			7			28			13			3,000.00
23	ADM007	Business English Telephone Communications		14			14			16			15		3,000.00
24	ADM008	Professionals Secretary as Executive Assistant		15			15			20			19		3,000.00
25	ADM009	Time Management with Prioritization and Planning Work			17			16			15			15	3,000.00
26	ADM010	English for Secretarial and Office Staff			1			7			6			6	3,500.00
27	ADM011	Business Email Writing Techniques			15			14			13			13	3,000.00
28	ADM012	English for Human Resources		9			10			9			8		3,500.00
29	ADM013	English pronunciation and listening techniques in business dealings with foreigners	13			4			13			12			3,500.00
30	ADM014	Positive Attitude	12			5			13			5			3,000.00
31	ADM015	Effective Business English Presentation Skills		23			17			23			22		3,500.00
32	ADM016	Psychology Counselling Skills for Supervisor			21			19			18			17	3,000.00
33	ADM017	Preparation of technical journals and the media public relations staff in the organization		10			11			15			9		3,000.00
34	ADM018	Workshop for Radio Broadcasting and Announcement System for Inner Communication			30,31				13,14					12,13	5,800.00
35	ADM019	Minute of Meeting Skills in Thai and English	25			24			23			16			3,000.00
36	CIE001	Project management and project control: Workshop	26,27			18,19			25,26			29,30			6,000.00
37	CIE002	Construction Cost Estimating	30				25				28				3,500.00
38	ENG001	Computerize for Maintenance's KPIs Practices						15					17		6,000.00
39	ENG002	Computerize for Spare Parts in Maintenance Systems				28				18					6,000.00
40	ENG004	Performance Measurement System with Maintenance KPIs				22						19			3,000.00
41	ENG005	PMTECH (Computerize for Maintenance Planning)					11				1				6,000.00
42	ENG006	Predictive Maintenance Systems	14								29				3,500.00
43	ENG007	Preventive Maintenance Planning and Management	27				19			11				22	3,600.00
44	ENG008	Spare Parts Storage System and Management			3			23					3		3,000.00

# WASO Training Plan for 2012: WASO Ltd.

Revised: 20120111

Item	Code	Subject English	Month												Fee (Baht)
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
45	ENG010	Standardization of Data Lists and Work Sheets for Maintenance Systems (Workshop)				21				24					3,000.00
46	ENG011	Safety for Maintenance Work			31			30		8					3,000.00
47	ENG012	Standards for maintenance of mechanical parts in the factory for proper Maintenance Technician		20			17		22			21			3,000.00
48	ENG013	Tools and Equipment's Usability			22			19		19			18		3,000.00
49	ENG014	Maintenance Supervisor and Managerial Skills	16				5	7			13				3,000.00
50	ENG015	Vibration Analysis and Pragmatic Measurement: Workshop		3			26			22					3,600.00
51	ENG016	Visual Control Maintenance		24			25		4				15		3,000.00
52	ENG017	Dial gauge and Alignment Workshop		18				9			20				3,600.00
53	ENG018	Maintenance Guarantee System						14				10			3,000.00
54	ENG019	Building Management and Maintenance		11			12		18			17			3,600.00
55	ENG020	Industrial Piping and valves and maintenance	20			7			6						3,500.00
56	ENG021	Autonomous Maintenance	30			28			28		27				3,000.00
57	ENG022	Self Maintenance			10				21				8		3,000.00
58	ENG023	Spectrum Vibration Analysis			17			2			6				3,000.00
59	HRM001	Corrective Action on Rules and Regulation and Labour Laws		7				9		7			6		3,500.00
60	HRM002	Problems of Termination of Employment	19			10			12			12			3,500.00
61	HRM003	Communication Techniques and Coordination Across the Line	9			3			4			3			3,000.00
62	HRM004	The delegation of command, control and monitoring tasks for First Line Manager		3			4			9			7		3,000.00
63	HRM005	Employment agreement. And assorted problems of employment			5			5			10			4	3,500.00
64	HRM006	Forms and Reports on personnel management and administration			3			30			22			22	3,000.00
65	HRM007	Production Line Supervisor		6			7			8			9		3,000.00
66	HRM008	Implementation of Labour Laws			13,14			13,14			13,14			13,14	6,400.00
67	HRM009	Interviewing Techniques (Workshop)			21			20			17			14	3,000.00
68	HRM010	Investigations, issuing warning. The strict disciplinary action and fairness		10			11			15			14		3,500.00
69	HRM011	Leadership	13			2			3			2			3,000.00
70	HRM012	Human Resources Officer with the development of new generation capacity to work			24			16			15			1	3,000.00
71	HRM013	Stimulating, motivating and developing staff to work effectively Techniques for Supervisor	14			7			14				10		3,000.00
72	HRM014	Performance Appraisals by Job Function and Essential Form		25			12			4			3		3,000.00
73	HRM015	Problem and Conflict Management for Leaders	26			25			24			19			3,500.00
74	HRM016	Problem Solving & Decision Making Techniques			5			6			7			3	3,000.00
75	HRM017	Recruitment techniques and selection professionals employee			3			2			15			8	3,000.00
76	HRM018	Workshop: Relationship and Personality Development for TEAM Working	13				10				10				3,000.00
77	HRM019	The Corrective Action of Wages and Salary Payment and Adjustment			19			19			20			18	3,500.00
78	HRM020	Regulatory changes relating to work correctly and in accordance with the law	10				7				18				3,500.00
79	HRM021	Orientation for new employees			6						8				3,000.00
80	HRM022	The Flexibility of Compensation Structures			20			18			18			17	3,500.00
81	HRM023	The High Effective of on the Job Training	19			19			16			8			3,000.00
82	HRM024	The High Effective Supervision Techniques		22		26		28		30		24		21	3,500.00
83	HRM025	The Professional Training Officer	27			26			24			25			3,000.00
84	HRM026	The Techniques and Corrective Action for Sub-contract, Out-source and other Employments	18			5			11			11			3,500.00
85	HRM027	Training Evaluating and Following	24			18			19			16			3,000.00
86	HRM028	Training Need Analysis and Training Yearly Plan		8			8			8			12		3,000.00
87	HRM029	Update from Labour Judgment of Supreme Court		28			29			29			29		3,500.00
88	HRM030	Welfare and Fringe Benefits Management		11				2				6			3,000.00

# WASO Training Plan for 2012: WASO Ltd.

Revised: 20120111

Item	Code	Subject English	Month												Fee (Baht)
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
89	HRM031	Labour Law Knowledge for CEO	23			19			18			15			3,500.00
90	HRM032	HR-Development Assessment Tools (Workshop)		2			3			9			8		3,500.00
91	HRM033	Employees Attitude and Satisfaction Index		21			22			23			26		3,000.00
92	HRM034	Performance Management and Feedback Techniques		27			29			29			28		3,000.00
93	HRM035	Case study and Method of Leave according to the Labour law		14			15			17			16		3,500.00
94	HRM036	Business Strategies to HR Strategies		9			18			10			13		3,000.00
95	HRM037	Overtime and Overtime Compensation			23			21			25			24	3,500.00
96	HRM038	TAX Refund from Training			1						27				3,000.00
97	HRM039	The preparation of regulations and manuals on safety at work by law					24			27			28		3,000.00
98	HRM040	HR Key Performance Indicators			12			8			6			7	3,000.00
99	HRM041	Understanding of the trade union To create a better labour relations system	26			27			25			25			3,500.00
100	HRM042	Welfare and other Benefits to Motivate Employees			31					11				8	3,000.00
101	HRM043	Safety Awareness and Activity to Reduce Accidents in the Workplace	23			20			18			15			3,000.00
102	HRM044	Train the Trainer		13,14			11, 12			14,15			13,14		6,000.00
103	HRM045	Social Security Fund and Workmen' s Compensation Fund		11				16			1				3,000.00
104	HRM046	Training Road Map	14			8			28			6			3,000.00
105	HRM047	Competency Assessment Role Play			28			26			26			20	3,500.00
106	HRM048	Games for Training Play		7			10			7			6		3,000.00
107	HRM049	Individual Development Plan: IDP		4						11					3,000.00
108	HRM050	The correct procedures for the establishment of the Act. Safety and Health B.E.2554								2					3,000.00
109	HRM051	Identification Hazards & Risk Assessment			12			11			10				3,000.00
110	HRM052	40 Mistakes of Labour Law Action			22			11			7			6	3,500.00
111	HRM053	Section 11 / 1 of the new Labour Law			6			7			4			10	3,500.00
112	HRM054	Management System for Safety, Occupational Health and Environments Act B.E.2554					16						22		3,000.00
113	HRM055	Safety laws in the workplace									1				3,000.00
114	HRM056	Management salaries, wages and incentives to motivate employees and improve the organization perform		10				10			14			13	3,000.00
115	HRM057	Pay for Performance		24				29			28			29	3,000.00
116	HRM058	Requirements and preparation of occupational health and safety systems TIS 18001 & OHSAS18001		2						23			17		3,000.00
117	HRM059	The preparation of the report and action to lower legal standard					4								3,000.00
118	HRM060	Safety in electrical power maintenance and work instruction guideline		4						9					3,000.00
119	HRM061	The safety audit in the workplace			17				18				29		3,000.00
120	HRM062	Plan and Fire Prevention Act.									17				3,000.00
121	HRM063	The system permits to work and LOCK OUT TAG OUT				9									3,000.00
122	HRM064	The safety and health plans under the law											2		3,000.00
123	ICT001	Excel Application for HR Function	14					12				8		1	3,500.00
124	ICT002	Excel Application for Selling Documentations	21			7			14			6			3,500.00
125	ICT003	Presentation Techniques by VDO and Animation		4					2			13			3,500.00
126	ICT004	Inside Communication by Website and E-newsletters		11				5			4			3	3,500.00
127	ICT005	MS Project			3					21				10	3,500.00
128	ICT006	Electronic Document Management		18				19			11			18	3,500.00
129	ICT007	MS Excel for Accounting and Financial	28					26				15			3,500.00
130	ICT008	MS Access for HR		25					9		18			24	3,500.00
131	ICT009	MS Excel for Inventory			10				16			22		15	3,500.00
132	ICT010	Create the E-Catalogue and E-Brochure by Flip Album			17				23			29		22	3,500.00

# WASO Training Plan for 2012: WASO Ltd.

Revised: 20120111

Item	Code	Subject English	Month												Fee (Baht)
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
133	ICT011	Business Research and Development by Microsoft Excel			24				7			20			3,500.00
134	ICT012	Facebook and Twitter for Business				21			15			27			3,500.00
135	ICT013	Designing And Developing E-magazine & E-brochure With Adobe InDesign Advanced Applications	29			22				25				8	3,500.00
136	ICT014	YouTube to advertise and promote products and services		26			27				1		25		3,500.00
137	MAS001	After-Sale Service Management for Service Team	11			5			10			5			3,000.00
138	MAS002	Assignment, execution, control and monitoring of sales		6			7			16			5		3,500.00
139	MAS002	Appraisals Process in Effect for Salespeople			8			7			6			6	3,000.00
140	MAS003	Key Account Management		4		28			14			13			3,000.00
141	MAS004	Differentiation Focus and Winning Product Positioning			29			25			24			19	3,000.00
142	MAS005	Capturing Customers Heart with the Excellent Services		18			5			4			3		3,000.00
143	MAS007	Customer Relation for Acquiring and Retention		17			18			22			21		3,000.00
144	MAS008	The creation and development of sales for new products and markets		23			25			27			27		3,000.00
145	MAS009	Create the new concept to customer services			14			12		28			28		3,000.00
146	MAS010	Increasing Sales Targets by Progressive Telemarketing Strategy			14			18			17			17	3,000.00
147	MAS011	Industrial Products Selling Techniques			6			6			5			4	3,000.00
148	MAS012	Solution Selling		2			3			2			2		3,000.00
149	MAS013	Preparation of an aggressive sales plan		9				13				11			3,500.00
150	MAS014	Sales Management Techniques for Modern Trade Customers	26			26			24			19			3,000.00
151	MAS015	Professional Sales Presentation	24			24			20			18			3,000.00
152	MAS016	Selling Management for Sale Supervisor			30			20			26			21	3,000.00
153	MAS017	Selling Techniques for Government Market			27			27			25			24	3,500.00
154	MAS018	Social Style Selling (Workshop)		16			17			21			21		3,000.00
155	MAS019	Technique and the Art of Sale Negotiation	20			20			18			10			3,000.00
156	MAS020	Techniques for Closing The Sale and Selling Follow-up		28			30			30			30		3,000.00
157	MAS021	Techniques for Overcome the Objections		20			23			23			23		3,000.00
158	MAS022	The Effective Complaints Management			24			9			15			15	3,000.00
159	MAS023	The Selling approach to Management Level			15			14			14			13	3,000.00
160	MAS024	Development sales professional to sell	31			30			30			30			3,000.00
161	MAS025	The Marketing Plan for the Services	21			21			21			20			3,000.00
162	MAS026	The Marketing Plan for the products		18			19			18			17		3,000.00
163	MAS027	Using the telephone to create an aggressive sales.		8			8			8			8		3,000.00
164	MAS031	Creating and Marketing Management event			10				28				24		3,000.00
165	MAS033	Customer Satisfaction Survey and Customer Satisfaction INDEX	17			9			12			11			3,000.00
166	MAS034	Marketing Knowledge for sales or those who have no background in marketing		25				23				27			3,000.00
167	MNG001	Action Plan Techniques			28			28			25			21	3,000.00
168	MNG002	Balance Scorecard and KPIs	23			18			12			12			3,000.00
169	MNG003	KPI Applications in production.		2			3			2			5		3,000.00
170	MNG004	Top Ten Ways to Retain Your Great Employees			23			22			19			14	3,000.00
171	MNG005	Strategic management, organizational change and leadership to a new era			29			27			24			24	3,500.00
172	MNG006	Operational strategies for a new generation of middle management			13			12			13			11	3,000.00
173	MNG007	Strategic Planning and Goals Setting	20			23			17			8			3,000.00
174	MNG008	Skills to new managers	17,18			9,10			10,11			15,16			5,800.00
175	MNG009	Thinking in Business	25			24			19			18			3,000.00
176	MNG010	Hit team Target and talent for supervisor		27			30			29			30		3,200.00

# WASO Training Plan for 2012: WASO Ltd.

Revised: 20120111

Item	Code	Subject English	Month												Fee (Baht)
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
177	MNG012	Protection system and detection of fraud within the organization		3		4			9			9			3,700.00
178	MNG013	The negotiation of integrated business: Workshop		18				26			25			19	3,200.00
179	MNG015	Innovative and creative ideas to drive business		15				16			20			20	3,000.00
180	MNG016	19 Techniques of Modern Management		21				23			24			26	3,000.00
181	PDT001	Analysis of manpower for the production		17				22			22			23	3,000.00
182	PDT002	The solutions of manufacturing		10				9			15			14	3,000.00
183	PDT003	Production Planning and Control			26				25			21		19	3,000.00
184	PDT004	Quality staff. Its role as supporter of production.		7				8			7			7	3,000.00
185	PDT005	Quality management techniques		13				15			17			16	3,000.00
186	PDT006	Strategy to improve productivity. (Made even more better, faster, lower cost)	26				27			26			26		3,000.00
187	PDT007	The process quality control	31				30			30			30		3,000.00
188	PDT008	Poka Yoke			10				9			8		1	3,000.00
189	PDT009	ZERO Defects Tactics and Strategy			9				20			11		17	3,000.00
190	SUP001	Techniques and knowledge of export	18				10			10			11		3,000.00
191	SUP002	International Purchasing Strategy			13				11			10		10	3,000.00
192	SUP003	Procurement Budgeting Preparation Techniques and Management Systems			8				3					7	3,000.00
193	SUP004	Purchasing Techniques for modern purchaser		8			3		12		15		9	10	3,000.00
194	SUP005	The Effective Delivery Management for Delivering System			21				26			26		22	3,000.00
195	SUP006	The Effective Warehouse Management	11		20			11		6		14		17	3,200.00
196	SUP007	Letter of Credit and UCP 600 for imports and exporters		7				9			14			6	3,300.00
197	SUP008	Purchasing Negotiations for the quality product at fair value		22				17			24			27	3,700.00
198	SUP009	Letter Credit Knowledge for Import and Export Business	25				27			26			26		3,000.00
199	SUP010	Thai Customs Risk Management		16				16			21			19	3,200.00
200	SUP011	The Preparation before the customs entering			12				13			11		11	3,200.00
201	SUP012	108 Customs Offenses	12				5			6			4		3,200.00
202	SUP013	Procurement Key Performance Measurement System (KPIs) and Reporting the Purchase.					18			16			4		3,700.00
203	SUP014	INCOTERM 2010	24				23			19			17		3,200.00
204	SUP015	Strategies take advantage of benefits under the FTA rules of origin in 2011	19				25			11			10		3,200.00
205	SUP016	Price of goods for import and export.		23				25			27			27	3,200.00
206	SUP017	Customs Tariff for imports - exports.			26				21			24		19	3,200.00
207	SUP018	Cost reduction in logistics and warehousing	27				25			23			18		3,200.00
208	SUP019	Skills Development of the warehouse staff		22			24		19		22		24	19	3,200.00
			54	71	63	56	68	66	56	69	64	61	68	57	