

IPDC TRAINING SCHEDULE 2026

Looking for the
Right Training?

Please get in touch with us if your firm is
interested in an in-house training format

→ Contact Us

021-5010-1483 | training@ipdc.co.id
WWW.IPDC.CO.ID | **0878-7070-2088**

Training Categories

- 01 ■ Management & Leadership
- 03 ■ Communication Skills
- 05 ■ Innovation & Creativity
- 06 ■ Administration And Secretarial
- 07 ■ Project Management
- 08 ■ Human Resources Management
- 09 ■ Purchasing, Logistics & Supply Chain Management
- 10 ■ Pre-Retirement Program (Purna Bhakti)
- 10 ■ Financial Management
- 11 ■ Oil & Gas Training
- 13 ■ Health, Safety And Environmental In Oil & Gas Industry
- 14 ■ Sales & Marketing
- 15 ■ Banking & Insurance

PAGE

MANAGEMENT & LEADERSHIP

Training designed to strengthen management skills and effective leadership, focusing on team management, strong communication, sound decision-making, and leadership that drives organizational performance and goals.



Effective Leadership Skills for Managers

5-6 Jan

2-3 Feb

4-5 May

3-4 Nov

Leadership Development Program for Future Leaders

Schedule and Duration based on Request

Coaching and Mentoring for Managers and Supervisors

14-15 Jan

11-12 May

3-4 Aug

26-27 Nov

Mastering Strategic Planning

1-2 Apr

1-2 Jul

1-2 Oct

30-31 Dec

Emerging Leaders Program

3-5 Feb

12-13 May

4-5 Aug

10-12 Dec

Advanced Leadership Development: Self-awareness, Skills & Strategies

7-8 Jan

3-4 Jun

3-4 Sep

28-29 Dec

Effective People Management

9-10 Feb

7-8 May

6-7 Aug

12-13 Nov

Leader as Coach

8-9 Jan

6-7 Apr

16-17 Jul

6-7 Oct

Diversity and inclusion in the Workplace

10-11 Feb

4-5 Jun

23-24 Sep

10-11 Dec

High Impact Leadership

13-14 Jan

7-8 Apr

2-3 Jul

5-6 Oct

Smart Leadership: Achieving Strategy through Leadership & Innovation

12-13 Jan

6-7 May

5-6 Aug

11-12 Nov

MANAGEMENT & LEADERSHIP

Training designed to strengthen management skills and effective leadership, focusing on team management, strong communication, sound decision-making, and leadership that drives organizational performance and goals.



| | | | | |
|---|-----------|-----------|-----------|-----------|
| Change Management & the Role of Leaders | 19-21 Jan | 6-8 Apr | 6-8 Jul | 7-9 Oct |
| Effective Managerial Skills for Middle Management | 9-10 Apr | 7-8 Jul | 8-9 Oct | 2-3 Dec |
| Strategic Leadership | 11-12 Feb | 12-13 May | 13-14 Jul | 12-13 Oct |
| Strengthening Business Acumen and Collaboration | 13-14 Apr | 17-18 Jun | 9-10 Sep | 17-18 Dec |
| The 5-Day Master Class: Excelling Your Leadership & Business Skills | 9-13 Feb | 8-12 Jun | 3-7 Aug | 2-6 Nov |
| Building Agile, Solid & High Performing Team Working Remote | 14-15 Apr | 15-16 Jul | 23-24 Sep | 29-30 Dec |
| Time Management | 21-22 Jan | 19-20 May | 10-11 Aug | 25-26 Nov |
| Integrating Agile and Change Management | 12-13 Feb | 9-10 Jun | 16-17 Sep | 1-2 Dec |
| Strategic Management in Disruptive Times | 28-29 Jan | 29-30 Apr | 9-10 Jul | 13-14 Oct |
| Supervisory Development Program | 4-6 Feb | 2-3 Jun | 1-3 Jun | 2-4 Dec |

COMMUNICATION SKILLS

Training focused on developing clear, confident, and effective communication skills to build strong relationships, deliver messages accurately, and support collaboration and professional performance.



Professional Business Writing
(in English / Bahasa Indonesia)

18-19 Feb

20-21 May

11-12 Aug

5-6 Nov

Intergeneration Team Sinergy
and Collaboration

8-9 Apr

2-3 Jun

3-4 Sep

15-16 Dec

Interpersonal and Workplace
Communication Skills

19-20 Feb

4-5 Jun

10-11 Sep

17-18 Dec

Team Communication

19-20 Jan

21-22 May

13-14 Aug

12-13 Nov

Effective Communication Skills
in New Era

15-16 Apr

29-30 Jun

3-4 Sep

2-3 Dec

Managing and Communicating with
Inter-Generation Team

29-30 Jun

29-30 Jun

3-4 Sep

2-3 Dec

Presentation Design & Delivery

6-7 Jan

1-2 Apr

8-9 Jul

19-20 Nov

Assertive Communication, Excellent
Work Behaviour and Proactivity

6-7 Apr

9-10 Jul

7-8 Oct

1-2 Dec

Professional Presentations &
Public Speaking

20-21 Jan

6-7 May

6-7 Aug

4-5 Nov

Mastering Business Negotiation Skills

6-8 Jul

10-11 Aug

10-11 Sep

3-4 Dec

Personal Effectiveness &
Time Management

4-5 Feb

11-12 May

13-14 Aug

11-12 Nov

COMMUNICATION SKILLS

Training focused on developing clear, confident, and effective communication skills to build strong relationships, deliver messages accurately, and support collaboration and professional performance.



Mastering Business Negotiation Skills

6-8 Jul

10-11 Aug

10-11 Sep

3-4 Dec

Personal Effectiveness & Time Management

4-5 Feb

11-12 May

13-14 Aug

11-12 Nov

Personal Effectiveness & Time Management

4-5 Feb

11-12 May

13-14 Aug

11-12 Nov

Managing Multiple Tasks, Priorities & Deadlines

29-30 Jan

19-20 May

3-4 Aug

12-13 Nov

Report Writing and Communication Skills for Auditors

8-9 Apr

27-28 Jul

8-9 Oct

23-24 Dec

English Conversation Skills

Schedule and Duration based on Request

Business English

Schedule and Duration based on Request

Personal Effectiveness & Time Management

4-5 Feb

11-12 May

13-14 Aug

11-12 Nov

INNOVATION & CREATIVITY

Training designed to enhance creative thinking and innovation skills, enabling participants to generate new ideas, solve problems effectively, and adapt to change in a dynamic environment.



| | | | | |
|---|------------|-----------|-----------|-----------|
| Problem Solving & Decision Making Skills | 8-9 Jan | 7-8 May | 4-5 Aug | 2-3 Nov |
| Problem Solving with DMAIC | 12-13 Feb | 21-22 May | 10-11 Aug | 3-4 Nov |
| Innovation & Productivity in the Workplace | '20-21 Apr | 2-3 Jul | 13-15 Oct | 13-15 Dec |
| Work Monitoring, Controlling Target & Detecting Issue | 7-8 Jan | 20-21 May | 11-12 Aug | 10-11 Nov |
| Creative and Innovative Thinking | 9-10 Feb | 8-9 Jun | 2-3 Sept | 3-4 Dec |
| Design Thinking & Creativity for Business Innovation | 11-12 Apr | 9-10 Apr | 7-8 May | 12-13 Nov |
| Lean Six Sigma | 13-14 Feb | 6-7 Apr | 7-8 Jul | 7-8 Oct |
| Achieving Results: Smarter Goal Setting, Planning & Decision Making | 5-6 Feb | 19-20 May | 13-14 Aug | 18-19 Nov |
| Innovation Through Design: Think, Make, Break, Repeat | 17-18 Jun | 15-16 Jul | 29-30 Oct | 10-11 Dec |
| Business Model Innovation | 10-11 Jan | 5-6 May | 12-13 Aug | 19-20 Nov |

ADMINISTRATION AND SECRETARIAL

Training focused on strengthening administrative and secretarial skills, including office management, documentation, coordination, and professional support to ensure efficient and organized operations.



Advanced Office Management & Effective Administration Skills

13-15 Jan

28-29 May

13-14 Aug

3-5 Nov

Simplification of Work Processes & Procedures

28-29 Apr

9-10 Jul

26-27 Oct

2-3 Dec

Competence Development Masterclass for Secretaries and Administrators

24-25 Feb

2-3 Jun

8-9 Sep

1-2 Dec

Business Etiquette and Table Manner

19-20 Feb

19-20 May

20-21 Aug

4-5 Nov

Electronic Filing & Documentation Management

6-8 Jan

15-17 Apr

6-8 Jul

5-6 Nov

Electronic Filing & Documentation Management

25-26 Feb

17-18 Jun

3-4 Sep

10-11 Dec

Project Management Fundamentals for Administrative Professionals

22-23 Jan

13-14 Apr

8-9 Jul

15-16 Oct

The Senior Secretary Development Program

12-13 Feb

18-19 May

26-27 Aug

12-13 Nov

Microsoft Excel Office 2016 (Advanced)

9 Apr

15 Jun

25 Sep

20 Nov

Ms. Excel Office 2016 (Intermediate)

20 Apr

20 Jul

9 Oct

15 Dec

PROJECT MANAGEMENT

Training designed to develop effective project planning, execution, and control skills, enabling participants to manage time, resources, and risks to achieve project objectives successfully.



| | | | | |
|--|-----------|-----------|-----------|-----------|
| Agile with Scrum Project Management | 7-9 Jan | 21-22 May | 3-5 Aug | 25-27 Nov |
| Project Management with Primavera | 13-15 Apr | 13-15 Jul | 14-16 Oct | 2-4 Dec |
| Applied Project Management | 25-27 Feb | 2-4 Jun | 15-17 Sep | 9-11 Dec |
| Six Sigma Fundamentals | 20-22 Apr | 15-17 Jul | 20-22 Oct | 22-24 Dec |
| Offshore & Marine Projects and Risks Management | 11-13 Feb | 9-11 Jun | 2-4 Sep | 11-13 Nov |
| Offshore Oil and Gas Development Projects, Concepts and Facilities | 21-23 Apr | 8-10 Jul | 14-16 Oct | 29-31 Dec |
| EPC for Oil & Gas Industry | 5-7 Jan | 18-20 Mei | 6-7 Aug | 3-5 Nov |
| Contract Drafting for Procurement, Tendering & Commissioning | 12-13 Feb | 11-12 Jun | 10-11 Sep | 30-31 Dec |
| Mastering Contracts Management | 14-15 Apr | 18-19 Jun | 2-3 Sep | 10-11 Nov |
| Contract Drafting for Procurement, Tendering & Commissioning | 26-27 Jan | 28-29 Apr | 8-9 Jul | 8-9 Oct |
| Mastering Contracts Management | 26-27 Feb | 7-8 Mei | 10-11 Aug | 12-13 Nov |

HUMAN RESOURCES MANAGEMENT

Training focused on developing effective human resources practices, including talent management, employee development, performance management, and building productive workplace relationships.



| | | | | |
|--|-----------|-----------|------------|-----------|
| Strategic Human Resources & Talent Management | 6-8 Apr | 6-8 Jul | 9-11 Sept | 16-18 Dec |
| Certification in HR Professional (BNSP) | 28-30 Jan | 14-16 Apr | 3-5 Jun | 5-7 Oct |
| Certified Train the Trainer (TOT) (BNSP) | 18-20 Feb | 24-26 Jun | 8-10 Jul | 17-19 Nov |
| BNSP Certified Human Resource Practitioner (CHRP) | 26-30 Jan | 4-8 May | 10-14 Aug | 23-27 Nov |
| Competencies: Design, Development and Implementation | 24-26 Feb | 11-13 May | 18-20 Aug | 18-20 Nov |
| HR for Non HR Executives/Non HR Managers | 14-15 Jan | 18-19 Mei | 13-14 Jul | 6-7 Oct |
| Performance Management System | 7-8 Apr | 29-30 Jun | 10-11 Sept | 9-10 Dec |
| Workforce Planning and Recruitment | 5-6 Feb | 21-22 May | 13-14 Aug | 4-5 Nov |
| Recruitment, Behavioural Interviewing and Selection | 21-23 Jan | 20-22 Apr | 14-15 Jul | 12-14 Oct |
| HR Management for Line Managers and Non-HR Professionals | 12-13 Feb | 20-21 May | 20-21 Aug | 5-6 Nov |
| Mastering Training Needs Analysis & Training Evaluation | 11-13 Feb | 17-19 Jun | 28-30 Sept | 9-11 Dec |

PURCHASING, LOGISTICS & SUPPLY CHAIN MANAGEMENT

Training designed to enhance skills in procurement, logistics, and supply chain management, focusing on efficient sourcing, inventory control, distribution, and cost-effective operational performance.



Mitigating Procurement Risk Using Financial Due Diligence

19-21 Jan

20-22 May

5-7 Aug

10-12 Nov

Managing Tenders, Specifications & Contracts

9-11 Feb

6-8 Apr

21-23 Oct

21-23 Oct

Warehouse Operations and Inventory Control

13-15 Jan

5-7 May

12-14 Aug

17-19 Nov

Management of Project Owners Estimate (OE/HPS)

11-13 Feb

11-13 May

18-20 Aug

18-20 Nov

Negotiation Skills in Purchasing & Contract

21-23 Jan

18-20 May

26-28 Aug

4-6 Nov

Logistic Management

4-5 Feb

3-5 Jun

24-25 Sep

2-3 Dec

Sustainable Supply Chain Management

20-21 Jan

27-29 Apr

15-16 Jul

15-16 Oct

Demand Planning & Demand Management

5-6 Feb

18-19 Jun

1-2 Sep

10-11 Dec

Managing Warehouse in the Future

28-29 Apr

16-17 Jul

22-23 Oct

17-18 Dec

Purchasing Management: A - Z Best Practice

19-20 Feb

24-25 Jun

3-4 Sep

23-24 Dec

PRE-RETIREMENT PROGRAM (PURNA BHAKTI)

Training designed to prepare participants for a productive and fulfilling retirement by strengthening financial readiness, personal development, health awareness, and life planning after active employment.



Pelatihan Masa Persiapan Pensiun
(Retirement Readiness Training)

Schedule and Duration based on Request

Outplacement Program

Schedule and Duration based on Request

Financial Planning in Retirement

4-5 Feb

4-5 Jun

10-11 Sep

23-24 Nov

Entrepreneurship for Retirement
Preparation

4-5 Feb

4-5 Jun

10-11 Sep

23-24 Nov

FINANCIAL MANAGEMENT

Training focused on strengthening financial management skills, including budgeting, financial analysis, cost control, and informed decision-making to support organizational sustainability and performance.



Budgeting and Business Planning

21-23 Jan

20-21 May

4-5 Aug

4-5 Nov

Cash Flow and Treasury Management

2-3 Feb

21-22 May

13-14 Aug

11-12 Nov

Accounting for Non-Accountants

6-8 Apr

3-4 Jun

29-30 Sept

25-26 Nov

Financial Forecasting and Modelling

21-22 Jan

27-28 Apr

10-11 Jun

3-4 Nov

Accounting for Non-Accountants

4-5 Feb

17-18 Jun

8-9 Oct

21-22 Dec

OIL & GAS TRAINING

Training designed to build technical and operational competencies in the oil and gas industry, focusing on safety, compliance, process efficiency, and industry best practices.



Applied Reservoir Engineering

13-15 Jan

5-7 May

8-10 Jul

6-8 Oct

Basic Petroleum Economic and Risk Analysis for Supporting Personels

10-12 Feb

11-13 May

5-7 Aug

4-6 Nov

Fundamental of Oil & Gas Industry in Indonesia: Conceptual, Practice

14-17 Apr

20-23 Jul

6-9 Oct

7-10 Dec

Pedoman Pelaksanaan Pengadaan Barang & Jasa K3S - PTK 007 Rev. 4 / 2017

29-30 Jan

19-20 May

20-21 Aug

3-4 Nov

International Oil & Gas Business Management

5-8 Jan

20-24 Apr

6-9 Jul

13-16 Oct

Introduction to Oil & Gas EPC and Project Management for Non Engineers

5-6 Feb

10-12 Jun

2-4 Sep

8-10 Dec

Introduction to Upstream Business Process & Practice in Oil & Gas

11-13 Feb

9-11 Jun

9-11 Sep

15-17 Dec

Petroleum Project Economics & Risk Analysis

21-23 Jan

13-15 Apr

13-15 Jul

20-22 Oct

OIL & GAS TRAINING

Training designed to build technical and operational competencies in the oil and gas industry, focusing on safety, compliance, process efficiency, and industry best practices.



PSC Cost Recovery and Gross Split

28-30 Apr

15-17 Jul

6-8 Oct

1-3 Dec

Cost Control and Cost Reduction in the Upstream PSC Business Activities

25-26 Feb

8-9 Jul

6-7 Aug

17-18 Dec

PSC Taxation Update

7-9 Apr

24-26 Jun

28-30 Sep

22-24 Dec

Procurement Management in Oil & Gas Industry

4-5 Feb

20-21 Mei

20-21 Aug

24-25 Nov

WP&B, FQR, POD, PIS, AFE and AFE Closed Out

13-15 Jan

19-21 May

11-13 Aug

10-12 Nov

PSC Accounting & Financial Aspect in Production Sharing Contract (PSC)

10-12 Feb

20-22 May

4-6 Aug

3-5 Nov

HEALTH, SAFETY AND ENVIRONMENTAL IN OIL & GAS INDUSTRY

Training focused on health, safety, and environmental management in the oil and gas industry, emphasizing risk prevention, regulatory compliance, safe operations, and environmental protection.



| | | | | |
|--|-----------|-----------|-----------|-----------|
| Health, Safety, Environment Management System: Risk Assessment Technique | 21-23 Jan | 6-8 May | 26-28 Aug | 3-5 Nov |
| Safety & Risk Management in Oil & Gas Operation | 11-13 Feb | 22-24 Jun | 2-4 Sep | 8-10 Dec |
| The AMDAL (Environmental Impact Assessment) for the Executives | 13-15 Jan | 4-6 May | 5-7 Aug | 6-8 Oct |
| Energy Isolation | 9-11 Feb | 23-25 Jun | 9-11 Sep | 9-11 Dec |
| Confined Space Entry | 20-22 Jan | 5-7 May | 12-14 Aug | 10-12 Nov |
| H2S Safety Awareness | 18-20 Feb | 10-12 Jun | 16-18 Sep | 2-4 Dec |
| Emergency Response | 8-10 Apr | 8-10 Jul | 14-16 Oct | 11-13 Nov |
| Hazop & Simop | 7-9 Apr | 15-17 Jul | 7-9 Oct | 29-31 Nov |
| OSHA LOG 300 | 24-26 Feb | 11-13 Mei | 19-21 Aug | 5-7 Oct |
| Distribute control system | 23-25 Feb | 24-26 Jun | 15-17 Sep | 24-26 Nov |

SALES & MARKETING

Training designed to strengthen sales and marketing capabilities, focusing on customer understanding, effective selling strategies, market analysis, and driving sustainable business growth.



| | | | | |
|--|-----------|-----------|-----------|-----------|
| Negotiation and Influencing Skills in Sales | 22-23 Jan | 7-8 May | 6-7 Aug | 5-6 Nov |
| Selling Technique Coaching and Methods in Boosting Sales Performance | 25-26 Feb | 4-5 Jun | 10-11 Sep | 26-27 Nov |
| Corporate (B2B) Selling Skills | 21-22 Apr | 28-29 Jul | 17-18 Sep | 2-3 Dec |
| Digital Marketing in the New Era | 22-23 Jan | 4-5 May | 27-28 Aug | 18-19 Nov |
| Consultative Selling Skills | 10-11 Feb | 10-11 Jun | 24-25 Sep | 3-4 Dec |
| Telemarketing Skills and Motivation | 23-24 Apr | 16-17 Jul | 8-9 Oct | 10-11 Dec |
| Customer Service Professional | 8-9 Jan | 6-7 Mei | 12-13 Aug | 19-20 Nov |
| Strategic Key Account Management | 18-19 Feb | 11-12 Jun | 22-23 Oct | 23-24 Dec |
| Managing Sales Team | 29-30 Apr | 8-9 Jul | 5-6 Aug | 28-29 Oct |
| Presentation & Negotiation Skills for Sales People in Digital Era | 25-26 Apr | 2-3 Jun | 2-3 Sep | 4-5 Nov |
| Service Excellence and Handling Complaint | 12-13 Jan | 11-12 May | 6-7 Aug | 5-6 Nov |

BANKING & INSURANCE

Training focused on enhancing knowledge and skills in banking and insurance, covering financial products, risk management, regulatory compliance, and professional service excellence.



| | | | | |
|--|-----------|-----------|------------|-----------|
| Treasury Management & Money Market | 7-8 Jan | 20-21 May | 12-13 Aug | 17-18 Nov |
| Service Excellence | 5-6 Feb | 4-5 Jun | 12-13 Oct | 17-18 Dec |
| Risk Management & Corporate Governance | 9-10 Apr | 13-15 Jul | 3-4 Sept | 29-30 Dec |
| Foreign Exchange Market and Derivatives | 22-23 Jan | 25-26 May | 20-21 Aug | 25-26 Nov |
| Fraud Investigation | 19-20 Feb | 10-11 Jun | 10-11 Sept | 10-11 Dec |
| Credit Risk Analysis | 16-17 Apr | 20-21 Jul | 13-14 Oct | 4-5 Nov |
| Risk Assessment & Stress Testing | 3-5 Feb | 19-21 May | 8-10 Jul | 6-8 Oct |
| Managing the Collections and Credit Control Team | 26-27 Jan | 28-29 May | 29-30 Jun | 11-12 Nov |
| Credit Analysis for Multifinance Business | 24-25 Feb | 18-19 Jun | 20-21 Oct | 9-10 Dec |
| Credit Analysis for Commercial Vehicle & Heavy Equipment Loans | 29-30 Jan | 5-6 May | 28-29 Sept | 22-23 Dec |

THANK YOU

With over 25 years of experience, IPDC delivers effective and practical training solutions.

Get in touch with us to plan your organization's training agenda for 2026.

Jl. Hj. Tutty Alawiyah No.99, RT.1/RW.6, DurenTiga
Kec. Pancoran, Kota Jakarta Selatan.DKI Jakarta 12760
training@ipdc.co.id registration@ipdc.co.id
(62-21) 50101483 / 50101484
+6287870702088

