![LEAPRIGHT CONSULTING - TRAINING - DEVELOPMENT]

培训课题目录 2024
Training Topics Overview 2024

管理和领导力 Management and Leadership

领导力发展项目

Leadership Development Program

敏捷领导力——创新赋能领导力

Agile Leadership - Innovative and Empowering Leadership

敏捷领导力——自驱领导力

Agile Leadership - Self-Driven Leadership

敏捷管理——推动卓越绩效

Agile Management - Driving Performance Excellence

敏捷管理——高效授权与赋能

Agile Management - Efficient Delegation and Empowerment

高情商领导力提升

Leadership EQ

冲突管理和掌控矛盾困难场景技巧

Conflict Management & Navigating Difficult Conversations

创建高绩效团队

Building High Performance Team

敏捷转型——高效敏捷组织打造

Agile Transformation - Building Agile Organisation

绩效管理及高效辅导技巧

Performance Management and Effective Coaching Skills

领导技能 - 领导、激励和鼓舞

Lead, Motivate & Inspire – Leadership Skills

网络安全（面向经理和管理层）

Cybersecurity for Leaders and Managers

从技术走向管理

From Technology to Management

女性领导力

Women in Leadership

多样性，公平性和包容性（面向经理和管理层）

Diversity, Equity, and Inclusion for Leaders and Managers

时间管理和生产力的最佳实践与策略

Time Management and Productivity Best Practices and Strategies

非财务经理的财务管理课程–沙盘模拟

Financial Management for Non-Financial – Sand Table Simulation

从管理者到领导者

Transforming from Manager to Leader

追根溯源，精准决策——数据思维和数据分析在管理中的应用

Application of Data Thinking and Data Analysis in Management

面向企业领导者的人工智能和机器学习

AI and Machine Learning for Business Leaders

企业发展 Business Development

业务连续性管理

Business Continuity Management   (EN Only)

信息安全意识

Information Security Awareness.   (EN Only)

残障平等意识

Disability Equality Awareness

数字化转型 Digital Transformation

工业4.0 -数字化创新，智能制造升级

Industry 4.0 - Digital innovation, intelligent manufacturing upgrade

中国的数字化转型

Digital Transformation in the Chinese Context

企业数字化转型与数据分析

Enterprise Digital Transformation and Data Analytics

从连接到行动，从数治到数智——数字化转型关键——数字化转型理念

From Connection to Action, From Digital Governance to Digital Intelligence - The Key to Digital Transformation" - Digital Transformation Concepts

数字化转型顶层规划设计工作坊——数字化转型实战

Digital Transformation Top-Level Planning and Design Workshop - Digital Transformation Practices

数字化转型场景设计工作坊——数字化转型实战

Digital Transformation Scenario Design Workshop - Digital Transformation Practical Combat

数字化转型创新工作坊

Digital Transformation Innovation

人工智能的现状与未来——AI及大模型在数字化中的应用》——数字化前沿工具

The Present and Future of Artificial Intelligence - Application of AI and Big Models in Digitalization" - cutting-edge tools for digitalization

成就时代企业——智能制造&数字化转型

Intelligent Manufacturing & Digital Transformation

数据驱动型决策 Data-Driven Decision Making

人力资源数据驱动决策：利用分析技术进行人才管理

Data-Driven Decision Making in HR: Harnessing Analytics for Talent Management

劳动力分析：_劳动力规划与发展的数据驱动战略

Workforce Analytics: Data-Driven Strategies for Workforce Planning and Development

员工敬业度分析：利用数据提高士气和生产力

Employee Engagement Analytics: Using Data to Boost Morale and Productivity

营销分析：通过数据提高客户参与度

Marketing Analytics: Driving Customer Engagement through Data

销售分析：_将数据转化为销售策略

Sales Analytics: Transforming Data into Sales Strategies

跨职能数据战略：_整合人力资源、市场营销和销售数据

Cross-Functional Data Strategies: Integrating HR, Marketing, and Sales Data

促进业务增长的高级数据分析技术

Advanced Data Analytics Techniques for Business Growth

利用社交媒体分析促进销售成功 Leveraging Social Media Analytics for Sales Success
预测性销售分析：_预测未来销售趋势 Predictive Sales Analytics: Forecasting Future Sales Trends
客户旅程分析：_通过深入洞察客户提高销售业绩 Customer Journey Analytics: Enhancing Sales through In-Depth Customer Insights
数据驱动的销售区域管理：优化销售业绩和覆盖范围 Data-Driven Sales Territory Management: Optimizing Sales Performance and Coverage
利用数据分析提高供应商绩效 Enhancing Supplier Performance with Data Analytics
通过数据洞察实现可持续供应链管理 Sustainable Supply Chain Management through Data Insights
库存管理中的数据分析：优化库存水平，减少浪费 Data Analytics in Inventory Management: Optimizing Stock Levels and Reducing Waste
供应链风险管理：降低风险的数据驱动方法 Supply Chain Risk Management: Data-Driven Approaches to Mitigate Risks
商业创新 Business Innovation
全新的商业创新 Radical Business Innovation　(EN Only)
数字化转型创新工作坊 Digital Transformation Innovation
管理者的设计思维训练 Design Thinking for Managers
领导力中的创新和创造力提升 Innovation and Creativity in Leadership
智脑绘图，视觉创新——思维导图场景化应用 Intelligent Brain Mapping, Visual Innovation: Scenario-based Application of Thinking Maps
激发潜能，点燃创新——团队创新引导师赋能 Inspiring Potential, Igniting Innovation - Empowering Team Innovation Facilitators

结构创新，系统魔方——系统思维应用于问题分析与解决

Structural Innovation, System Magic Cube - Systematic Thinking Applied to Problem Analysis and Resolution

用户思维，体验增长©——用户价值驱动体验创新

User Thinking, Experience Growth© - User Value Driven Experience Innovation

问题模，创新解©——问题分析与创新解决工作坊

Problem Mode, Innovation Solution© - Workshop on Problem Analysis and Innovation Solution

乐高系列（创新，变革管理，跨部门沟通，乐领导）

LEGO Series (Innovation, Change Management, Cross functional Communication, Leading Way)

生产，质量管理 Production and Quality Management

高执行力--班组长技能提升特训营

High Execution --Team Leader Skill Enhancement Special Training Camp

工厂整体效率提升——TPM管理

Overall Factory Efficiency Improvement - TPM Management

降本增效——工厂八大浪费消除

Cost Reduction and Efficiency Improvement - Eight Wastes Elimination in Factories

企业价值和尊严的起点——质量管理

Quality Management: The Starting Point of Enterprise Value and Dignity

提升运营效益——精益生产

Enhancing Operational Efficiency--Lean Production

最具实效的精益管理工具——5S目视化管理

The Most Effective Lean Management Tool--5S Visualization Management

企业EHS管理培训 EHS Management

风险分级管控与隐患排查治理（构建双重预防机制建设）

Risk Classification and Control and Hidden Trouble Detection and Management (Building a Dual Prevention Mechanism)

化险为夷——企业应急处置能力提升 Turning Risks Into Uncertainties - Enhancing Enterprise Emergency Disposal Capability
危险作业管控——有限空间作业安全 Control of Dangerous Operations - Safety of Limited Space Operations
新安全生产法培训 Training on the New Work Safety Law
稳在基层——班组长安全培训 Safety Training for Team Leaders
可持续发展——解读环境保护法 Sustainable Development - Interpretation of the Environmental Protection Law
职业健康管理 Occupational Health Management

研发管理课程 R&D Management (CN Only)

研发人员的创新思维训练 Innovation Thinking for R&D Professionals
产品经理的五项修炼 Five Disciplines of Product Manager
研发项目管理 Project Management for R&D Professionals
集成产品开发 Integrated Product Development （IPD）

采购和供应链管理 Procurement & Supply Chain Management

六脉神剑：卓越采购人员必备的六项技能 Six Essential Skills for Procurement Excellence
降本增效：采购成本分析、控制与降低 Cost Analysis, Control and Reduce in Procurement
技术革新：数字化供应链 Technology Innovation: Digitalization in Supply Chain

现金为王：企业库存管理 Warehouse and Inventory Management
合作共赢：供应商谈判实务 Win-Win Cooperation: Practical Negotiation Skills with Supplier
披沙拣金：供应商的选择与评估 Supplier Selection and Evaluation
讲信修睦：采购合同准备实务 Preparation for Procurement Contract
行慎致远：供应战略制定   Supply Chain Strategy Development

演讲和沟通技巧 Presentation Skills & Communication

敏捷沟通 Agile Communication
提升人际关系影响力-以结果为导向的双赢沟通技巧 Enhance Interpersonal Influence - Results-Oriented Win-Win Communication Skills
沟通和谈判技巧 Communication and Negotiation Skills
魅力表达——结构化商务演讲与汇报 Structured Business Presentation and Reporting
公众演说与表达技巧 Speak Up: Mastering the Art of Public Speaking
向上汇报技巧 Upward Reporting Skills

销售技巧和客户服务 Sales Skills & Customer Service

全方位销售系列培训项目 Full Sales Series Training Program
以客为本-开发新客户 Client Value Focused Prospecting

创建销售策略 Developing Sales Strategy
价值销售技巧 Value Selling Skill
顾问式销售 Consultative Selling
落地辅导 On Field Coaching
以服务促销售-优质客户服务 Enhance sales through delivering exceptional customer service
销售演示技巧 Sales Presentation Skills
商业谈判-制胜之道 Effective Business Negotiation Skills
高效销售管理 Field Sales Management
关键客户拓展与维护工作坊 Key Account Management Workshop
职业素养提升 Personal Development
创造性解决问题和成功决策 Creative Problem Solving and Decision Making
基于系统思维的问题分析与解决 Problem Analysis and Solution Based on Systematic Thinking
数字化增长，管理创新——数字化问题分析与解决》 Digital Growth, Management Innovation - Digital Problem Analysis and Resolution
商务写作技巧 Business Writing Skills
蹭热点，爆引流——新闻写作与文案策划 News Writing and Copywriting Planning

金字塔原理·逻辑搭建，可信表达   Pyramid Thinking
提升个人效能-驾驭情绪释放压力   Enhancing Personal Effectiveness – Managing & Navigating Emotions and Releasing Stress

人力资源管理 Human Resource

快捷建立人力资源体系   Establishing Human Resource System Quickly

跨文化培训 Intercultural Training

如何在中国更好的生活，工作以及领导团队   Bridging the Culture Gap-Living, Working and Leading in China
跨文化培训-虚拟沟通   Cross Cultural Training-Virtual Communication
跨文化沟通和冲突管理   Intercultural Communication, Problems and Conflict Management

关务培训 Customs Training

进出口通关实务操作及其风险控制   Practical Operation of Import and Export Customs Clearance and its Risk Control
进出口货物商品归类海关管理及其技术层面操作技巧解析   Customs Management of Commodity Classification on Import and Export Cargo and the Analyze of its Processing Skill Relating to Technique

项目管理 Project Management

数字化项目管理——数字化转型落地项目实战   Digital Project Management - Digital Transformation Project Practical Combat
突破产品项目困境   Breaking through Product Project Dilemma
项目领导力和团队管理   Project Leadership and Team Management

敏捷项目管理 Agile Project Management
项目管理精要 Project Management Essence
计算机应用技能 Computer Application Skills
PPT高效制作与设计呈现 Efficient PPT Design and Production Skills
如何使用 Excel 提高你的工作效率 Working Smart with Microsoft Excel
Excel超级实践：数据管理与统计分析 Excel Super Practice: Data Management and Analysis
Excel超级实践：函数深度应用 Excel Super Practice: In-depth Application of Functions
Excel超级实践：数据透视表深度应用 Excel Super Practice: In-depth Application of PivotTable
Excel超级实践：用图表说话 Excel Super Practice: Say It with Charts
Excel超级实践：Power Pivot数据建模与DAX函数 Excel Super Practice: Expert Data Modeling with Power Pivot and DAX
Excel超级实践：宏与VBA Excel Super Practice: Macro & VBA
数据化思维在企业中的应用 Data-oriented Thinking in Enterprises
Excel 在财务分析中的高级应用 Advanced Application of Excel in Financial Analysis
Microsoft 365云端协作新体验 Microsoft 365: Improved Experience in Cloud Collaboration
Outlook 邮件与日程管理 Managing Emails and Schedules Using Microsoft Outlook

Teams 团队远程协作 Working Smart with Microsoft Team
Power BI 商业数据可视化分析 Analyzing and Visualizing Business Data with Power BI
Tableau 商业数据可视化分析 Analyzing and Visualizing Business Data with Tableau
AI赋能：Power Platform低代码开发应用基础 Power Platform Developer Foundation
AI赋能：Power Automate 流程自动化应用 Power Automate Application for End User
如何使用 MS Project 提高项目管理水平 Working Smart with Microsoft Project
Think-cell 图表创建与演示 Creating and Presenting Charts with think-cell
Visio 商务图形绘制 Creating Business Diagrams with Microsoft Visio
AutoCAD 二维制图（初级） Essential AutoCAD skills: 2-D Drawing Basics
AutoCAD 二维制图（中级） Essential AutoCAD Skills: 2-D Drawing Intermediate
快速上手，成为短视频达人 Making Short Videos with Capcut

培训语言为中文或英文。
Training language will be Chinese or English.

如需要详细课程大纲或有任何问题，欢迎联系张轶慧女士。

For any questions and details of the course outlines, please contact Ms. Zhang

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