

List of Elective Training

As of February 28, 2025

No.	Training Program Name	Type	Category	
1	Overview of Corporate Planning	Career Development	Corporate Planning	
2	Business Investment Training			
3	Training on the Isolation Flow for the Handling of Personal Information	Optional	Legal Affairs	
4	Harassment Training for Managers			
5	Risk Management	Career Development		
6	Understanding Training on Compliance Guidebook			
7	Information Security Measures Standard Training (I / II)			
8	Fundamental Training on the Contract Signing and Sealing Process			
9	Contract Literacy Training			
10	Contract Training			
11	Sien * Training	Thematic		Information Technology
12	Training to Understand Important Matters in Information Systems			
13	Information System Division Application Remand Case Study			
14	Innovation & Communication Science Institute Product Training			
15	Training to Understand Information Security Compliance			
16	IT Literacy Training (security)	Optional		
17	Internal Systems Training	Career Development	Finance / Accounting	
18	Infrastructure Training			
19	System Development Technology (Basic / Advanced)			
20	System Development Management (Basic / Advanced)			
21	UI and UX Design Training			
22	Agile Development Training			
23	Finance Training		General Affairs	
24	Office Facility Management Training			
25	Basic Training for Purchasing Operations		Personnel Affairs	
26	General overview of Personnel			
27	Training for Handling Personnel Information			
28	Grading System Training			
29	Evaluation System (Overview / Specifics)			
30	Compensation System			
31	Labor Laws and Personnel Regulations			
32	Labor Risks			
33	Labor Management Training (I / II)			
34	Assertive Communication Training			
35	Motivation & Leadership Training	Thematic		
36	Recruitment (Directly Contracted/Temporary Employees) Training			
37	Safety and Health Training			
38	Fundamental Training on Interview Skills	Optional		
39	Career Planning and Development Training			
40	Anger Management Training			
41	Mental Health (Line Care) Training			
42	Training for Leaders with Female Subordinates			
43	Sleep Improvement Seminar	Career Development	Audit	
44	People with Disability Training _ Basic			
45	Motivation & Leadership Training			
46	Working Women and Health Issues _ Basic/Advanced	Optional		
47	Health and Productivity Management for Managers and BELLSYSTEM24 initiatives			
48	Fundamentals of Internal Auditing	Career Development		

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No.	Training Program Name	Type	Category
49	Practical Understanding of Internal Auditing	Career Development	Audit
50	Invoice Issuing Training for Beginners	Thematic	Business
51	Job Placement Worker Training		
52	Escalation Training	Optional	
53	Real-Time Management Training		
54	Workforce Management _ Scheduling		
55	Workforce Management _ Resource Planning		
56	Training on Complaint Handling for Team Leaders		
57	Excel Training for Team Leaders - Learning Edition		
58	E-Mail Communicator Training		
59	BCA* Evaluator Training (Bell Communication Analysis)		
60	Instruction Training		
61	Power Point Training _ How to Use Color Effectively		
62	Document Literacy Training		
63	Schola (Skill Acquiring School)		
64	Training to Understand our Services	Career Development	
65	How to Proceed Work Training		
66	Operation Profit Management Training (I / II / III)		
67	Business Manner Training		
68	Training for Strengthening Relationship Building Skills		
69	Hospitality Mindset Training		
70	Facilitation Training		
71	PDCA Training		
72	PL Management Training		
73	Training for Strengthening Hearing Skills		
74	Data Literacy Training (I / II / III)		
75	Digital Transformation Literacy Training		
76	Planning Formulation Process Training		
77	Training for Strengthening Proposal Skills		
78	Training on Building Client Relationships		
79	Sales Negotiation Training (I / II)		
80	Understanding of Client-Requiring Indicator Training		
81	Training on Business Process Reengineering Methodology (I / II)		
82	Training Planning and Development Training		
83	Task Management Training		
84	Project Management Training		
85	Performance Management Training		
86	Logical Thinking Training		
87	Critical Thinking Training		
88	Hypothesis Thinking Training		
89	Strategic Thinking Training		
90	Strategy Framework Training		
91	Design Thinking Training		
92	Problem-Solving Thinking Training		
93	Quality Management System Training (Beginner, Intermediate and Advanced)		
94	Basic Sales Management Process Training		
95	Cost Price Estimation Process Training		
96	Sales Price Determination Process Training		

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No.	Training Program Name	Type	Category
97	Billing Process Training	Career Development	Business
98	Startup Process Training		
99	Introductory Account Owner Training		
100	Marketing and Sales Promotion Training		
101	Sales Process Training		
102	Web Marketing Training		
103	Basic Dispatch Training		
104	Introductory Dispatch Coordinator Training		
105	Dispatch Rules (I / II)		
106	Worker Dispatch Contract Checkpoint Training		
107	Basic Job Placement Knowledge Training		

*Sien : Our In-House Developed Operating Support System

*BCA : Bell Communication Analysis (Our Original Service Quality Analysis)