



澳門生產力暨科技轉移中心
CENTRO DE PRODUTIVIDADE E TRANSFERÊNCIA DE TECNOLOGIA DE MACAU
MACAU PRODUCTIVITY AND TECHNOLOGY TRANSFER CENTER

	Course Code	Course Name	Training Hours
1	MG27	International Anti-Bribery Management System Essentials	7
2	MG28.2	Sustainability Development Series: Implementing ISO 22301 Business Continuity Management System (BCMS)	14
3	MG22.1	Risk Management: Understanding ISO 31000 Requirements	12
4	MG150.1	Understanding Enterprise Risk Management	9
5	MG151.1	Understanding Enterprise Crisis Management	9
6	MG104	Outsourcing Management	15
7	MG89.2	PMP® Project Management Certification Training	35
8	MG41.1	Preparing and Delivering an Effective Presentation	15
9	MG41.2	Effective Business Presentation Making Skills	15
10	MG39	Fundamentals of MS Project 2013	12
11	MG109	Applying Microsoft Excel 2016/2019 to Data Analysis & Business Decision-Making	15
12	MG98	Applying Microsoft Office 2016/2019 to Human Resources Management	24
13	MG33.2	Microsoft Excel Programming with VBA	18
14	MG33.4	Financial Modeling with Microsoft Excel VBA	28
15	MG47.1	NLP Workplace Application Series – Developing a Positive Mindset for Communication	42
16	MG47.2	NLP Workplace Application Series – Managing Personal State & Behaviour	18
17	MG47.3	NLP Workplace Application Series – Power Communication with Language Patterns	24
18	MG120.1	HRM Professional Diploma Series: Professional Recruitment and Selection	30
19	MG120.2	HRM Professional Diploma Series: Performance Management	30
20	MG120.3	HRM Professional Diploma Series: How HR Practices Shape the Corporate Culture	30

總辦事處 澳門上海街175號中華總商會大廈六樓
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	Course Code	Course Name	Training Hours
21	MG120.4	HRM Professional Diploma Series: Compensation & Benefits	30
22	MG120.5	HRM Professional Diploma Series: Training & Development	30
23	MG120.6	HRM Professional Diploma Series: Applying Psychological Techniques	30
24	MG40.1	Managerial Skills Enhancement Professional Diploma Series: Work Team Management	36
25	MG40.2	Managerial Skills Enhancement Professional Diploma Series: Setting Objectives & Managing Performance	36
26	MG40.3	Managerial Skills Enhancement Professional Diploma Series: Time and Stress Management	24
27	MG40.4	Managerial Skills Enhancement Professional Diploma Series: Managerial Communication	36

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