

Opleidingskalender voorjaar 2019



Opgelet! Deze opleidingskalender is een momentopname. Sommige opleidingen kunnen dus al volzet of geannuleerd zijn. Kijk voor alle zekerheid op de website of bel 03 221 99 72.

| Categorie | Opleiding | Code | Startdatum en -uur | Gemeente | Sessiedata | Maximum # deelnemers |
|-----------------------------------|--|---------------|--------------------|-----------|--|----------------------|
| Sectortechnisch - algemeen | | | | | | |
| | De praktijk van het expediteursvak | NSEC-001/0005 | 22-01-2019 19:00 | Berchem | 22/01/2019, 29/01/2019, 5/02/2019, 12/02/2019, 19/02/2019, 26/02/2019, 12/03/2019, 26/03/2019 | 40 |
| | Documentair krediet - basisopleiding | NSEC-002/0013 | 13-02-2019 18:30 | Antwerpen | 13/02/2019, 20/02/2019, 27/02/2019, 13/03/2019, 20/03/2019, 27/03/2019 | 25 |
| | Documenten in internationale handel en transport | NSEC-012/0012 | 5-02-2019 9:00 | Berchem | 5/02/2019, 12/02/2019 | 15 |
| | Incoterms - basisopleiding | NSEC-006/0021 | 10-01-2019 18:30 | Antwerpen | 10/01/2019, 17/01/2019, 24/01/2019, 31/01/2019, 7/02/2019 | 25 |
| | Incoterms - basisopleiding | NSEC-006/0022 | 1-02-2019 18:30 | Antwerpen | 1/02/2019 | 25 |
| Zee- en binnenvaart | | | | | | |
| | IMDG | NZBV-001/0005 | 10-01-2019 18:30 | Berchem | 10/01/2019, 17/01/2019, 24/01/2019, 7/02/2019 | 35 |
| | Vervoer over zee: Bill of Lading en Sea Waybill | NZBV-004/0012 | 8-01-2019 18:30 | Antwerpen | 8/01/2019, 15/01/2019, 22/01/2019, 29/01/2019, 5/02/2019, 12/02/2019, 19/02/2019, 26/02/2019, 12/03/2019, 19/03/2019 | 25 |
| | Vervoer over zee: Bill of Lading en Sea Waybill | NZBV-004/0013 | 25-04-2019 9:00 | Antwerpen | 25/04/2019, 9/05/2019, 16/05/2019, 23/05/2019 | 25 |
| Spoorvervoer | | | | | | |
| | Spoorvervoer - basisopleiding | NSPO-001/0005 | 12-03-2019 9:00 | Antwerpen | 12/03/2019, 19/03/2019, 26/03/2019 | 20 |
| Wegvervoer | | | | | | |
| | ADR | NWEG-001/0005 | 13-03-2019 18:30 | Berchem | 13/03/2019, 20/03/2019, 27/03/2019, 3/04/2019, 24/04/2019, 8/05/2019 | 30 |
| | ADR-reglementering voor bedienden | NWEG-006/0026 | 26-03-2019 9:00 | Antwerpen | 26/03/2019 | 15 |
| | ADR-reglementering voor bedienden | NWEG-006/0027 | 15-05-2019 9:00 | Hasselt | 15/05/2019 | 15 |
| | ADR-reglementering voor bedienden | NWEG-006/0028 | 21-05-2019 9:00 | Antwerpen | 21/05/2019 | 15 |

Logistiek

| | | | | |
|---|---------------|----------------------------|--|----|
| Logistiek & Supply Chain: basisbegrippen en concepten | NLOG-010/0001 | 25-04-2019 18:30 Antwerpen | 25/04/2019, 2/05/2019, 9/05/2019, 16/05/2019 | 20 |
|---|---------------|----------------------------|--|----|

Luchtvervoer

| | | | | |
|--------------------------------|---------------|-----------------------------------|--|----|
| IATA Dangerous Goods Basic | NLUC-005/0025 | 11-02-2019 9:00 Machelen (VI.Br.) | 11/02/2019, 12/02/2019, 13/02/2019, 14/02/2019, 15/02/2019 | 15 |
| IATA Dangerous Goods Basic | NLUC-005/0024 | 11-03-2019 9:00 Machelen (VI.Br.) | 11/03/2019, 12/03/2019, 13/03/2019, 14/03/2019 | 15 |
| IATA Dangerous Goods Refresher | NLUC-004/0037 | 14-01-2019 9:00 Machelen (VI.Br.) | 14/01/2019, 15/01/2019, 16/01/2019 | 12 |
| IATA Dangerous Goods Refresher | NLUC-004/0041 | 25-02-2019 9:00 Machelen (VI.Br.) | 25/02/2019, 26/02/2019, 27/02/2019 | 12 |
| IATA Dangerous Goods Refresher | NLUC-004/0038 | 1-04-2019 9:00 Machelen (VI.Br.) | 1/04/2019, 2/04/2019, 3/04/2019 | 12 |
| IATA Dangerous Goods Refresher | NLUC-004/0039 | 6-05-2019 9:00 Machelen (VI.Br.) | 6/05/2019, 7/05/2019, 8/05/2019 | 12 |
| IATA Dangerous Goods Refresher | NLUC-004/0040 | 17-06-2019 9:00 Machelen (VI.Br.) | 17/06/2019, 18/06/2019, 19/06/2019 | 12 |

Informatica

| | | | | |
|----------------------|---------------|--|------------------------------------|----|
| ACCESS - basis | NINF-002/0027 | 11-03-2019 9:00 Afsnee (Gent) | 11/03/2019, 18/03/2019, 25/03/2019 | 6 |
| ACCESS - basis | NINF-002/0028 | 14-03-2019 9:00 Antwerpen | 14/03/2019, 19/03/2019, 22/03/2019 | 6 |
| ACCESS - basis | NINF-002/0029 | 27-05-2019 9:00 Antwerpen | 27/05/2019, 3/06/2019, 7/06/2019 | 6 |
| ACCESS - gevorderd | NINF-003/0012 | 24-04-2019 9:00 Antwerpen | 24/04/2019, 25/04/2019, 29/04/2019 | 12 |
| EXCEL - basis | NINF-009/0071 | 8-02-2019 9:00 Antwerpen | 8/02/2019 | 12 |
| EXCEL - basis | NINF-009/0072 | 18-02-2019 9:00 Sint-Michiels (Brugge) | 18/02/2019 | 12 |
| EXCEL - basis | NINF-009/0073 | 12-03-2019 9:00 Antwerpen | 12/03/2019 | 12 |
| EXCEL - basis | NINF-009/0074 | 14-03-2019 9:00 Hasselt | 14/03/2019 | 12 |
| EXCEL - basis | NINF-009/0075 | 21-03-2019 9:00 Mechelen | 21/03/2019 | 12 |
| EXCEL - basis | NINF-009/0076 | 3-04-2019 9:00 Antwerpen | 3/04/2019 | 12 |
| EXCEL - basis | NINF-009/0077 | 14-05-2019 9:00 Antwerpen | 14/05/2019 | 12 |
| EXCEL - intermediair | NINF-008/0095 | 17-01-2019 9:00 Antwerpen | 17/01/2019, 18/01/2019 | 12 |
| EXCEL - intermediair | NINF-008/0096 | 11-02-2019 9:00 Laakdal | 11/02/2019, 12/02/2019 | 12 |
| EXCEL - intermediair | NINF-008/0097 | 19-02-2019 9:00 Antwerpen | 19/02/2019, 22/02/2019 | 12 |
| EXCEL - intermediair | NINF-008/0098 | 11-03-2019 9:00 Antwerpen | 11/03/2019, 13/03/2019 | 12 |
| EXCEL - intermediair | NINF-008/0099 | 25-03-2019 9:00 Antwerpen | 25/03/2019, 28/03/2019 | 12 |
| EXCEL - intermediair | NINF-008/0100 | 23-04-2019 9:00 Antwerpen | 23/04/2019, 26/04/2019 | 12 |
| EXCEL - intermediair | NINF-008/0101 | 6-05-2019 9:00 Antwerpen | 6/05/2019, 7/05/2019 | 12 |

| | | | | |
|---|---------------|--|------------------------|----|
| EXCEL - intermediair | NINF-008/0102 | 9-05-2019 9:00 Hasselt | 9/05/2019, 14/05/2019 | 12 |
| EXCEL - intermediair | NINF-008/0103 | 9-05-2019 9:00 Afsnee (Gent) | 9/05/2019, 16/05/2019 | 12 |
| EXCEL - intermediair | NINF-008/0104 | 22-05-2019 9:00 Antwerpen | 22/05/2019, 24/05/2019 | 12 |
| EXCEL - intermediair | NINF-008/0105 | 3-06-2019 9:00 Mechelen | 3/06/2019, 6/06/2019 | 12 |
| EXCEL Expert: Power Pivot | NINF-050/0004 | 18-03-2019 9:00 Antwerpen | 18/03/2019 | 12 |
| EXCEL Expert: Power Query | NINF-051/0004 | 30-04-2019 9:00 Antwerpen | 30/04/2019 | 12 |
| EXCEL gevorderd - module 1: Databanken en draaitabellen | NINF-039/0033 | 26-02-2019 9:00 Antwerpen | 26/02/2019 | 12 |
| EXCEL gevorderd - module 1: Databanken en draaitabellen | NINF-039/0034 | 24-04-2019 9:00 Afsnee (Gent) | 24/04/2019 | 12 |
| EXCEL gevorderd - module 1: Databanken en draaitabellen | NINF-039/0035 | 29-04-2019 9:00 Antwerpen | 29/04/2019 | 12 |
| EXCEL gevorderd - module 1: Databanken en draaitabellen | NINF-039/0036 | 10-05-2019 9:00 Laakdal | 10/05/2019 | 12 |
| EXCEL gevorderd - module 1: Databanken en draaitabellen | NINF-039/0037 | 6-06-2019 9:00 Antwerpen | 6/06/2019 | 12 |
| EXCEL gevorderd - module 2: Sjablonen en macro's | NINF-040/0022 | 11-02-2019 9:00 Antwerpen | 11/02/2019 | 12 |
| EXCEL gevorderd - module 2: Sjablonen en macro's | NINF-040/0023 | 2-04-2019 9:00 Hasselt | 2/04/2019 | 12 |
| EXCEL gevorderd - module 2: Sjablonen en macro's | NINF-040/0024 | 20-05-2019 9:00 Antwerpen | 20/05/2019 | 12 |
| EXCEL gevorderd - module 4: Dashboards | NINF-007/0027 | 28-03-2019 9:00 Mechelen | 28/03/2019 | 12 |
| EXCEL gevorderd - module 4: Dashboards | NINF-007/0028 | 4-04-2019 9:00 Antwerpen | 4/04/2019 | 12 |
| EXCEL gevorderd - module 4: Dashboards | NINF-007/0029 | 7-05-2019 9:00 Sint-Michiels (Brugge) | 7/05/2019 | 12 |
| EXCEL voor accountants en financiële medewerkers | NINF-034/0016 | 20-03-2019 9:00 Antwerpen | 20/03/2019, 27/03/2019 | 12 |
| EXCEL voor accountants en financiële medewerkers | NINF-034/0017 | 25-04-2019 9:00 Hasselt | 25/04/2019, 29/04/2019 | 12 |
| MS PROJECT - basis | NINF-033/0010 | 1-04-2019 9:00 Antwerpen | 1/04/2019, 5/04/2019 | 12 |
| OUTLOOK - basis | NINF-042/0007 | 1-03-2019 9:00 Antwerpen | 1/03/2019 | 12 |
| OUTLOOK - basis | NINF-042/0008 | 1-03-2019 9:00 Afsnee (Gent) | 1/03/2019 | 12 |
| OUTLOOK - gevorderd | NINF-038/0008 | 17-05-2019 9:00 Antwerpen | 17/05/2019 | 12 |
| POWERPOINT - basis | NINF-013/0023 | 21-03-2019 9:00 Sint-Michiels (Brugge) | 21/03/2019 | 12 |
| POWERPOINT - basis | NINF-013/0024 | 25-03-2019 9:00 Hasselt | 25/03/2019 | 12 |
| POWERPOINT - basis | NINF-013/0025 | 24-04-2019 9:00 Antwerpen | 24/04/2019 | 12 |
| POWERPOINT - gevorderd | NINF-014/0018 | 5-04-2019 9:00 Hasselt | 5/04/2019 | 12 |

| | | | | |
|-----------------------------|---------------|--|------------------------|----|
| POWERPOINT - gevorderd | NINF-014/0019 | 6-06-2019 9:00 Antwerpen | 6/06/2019 | 12 |
| Tijdsefficiëntie en Outlook | NINF-030/0016 | 2-04-2019 9:00 Antwerpen | 2/04/2019 | 12 |
| WORD - basis | NINF-010/0029 | 7-02-2019 9:00 Hasselt | 7/02/2019 | 6 |
| WORD - basis | NINF-010/0030 | 19-03-2019 9:00 Antwerpen | 19/03/2019 | 6 |
| WORD - basis | NINF-010/0031 | 3-05-2019 9:00 Antwerpen | 3/05/2019 | 6 |
| WORD - basis | NINF-010/0032 | 17-05-2019 9:00 Sint-Michiels (Brugge) | 17/05/2019 | 6 |
| WORD - intermediair | NINF-011/0034 | 11-02-2019 9:00 Antwerpen | 11/02/2019, 14/02/2019 | 6 |
| WORD - intermediair | NINF-011/0035 | 6-05-2019 9:00 Antwerpen | 6/05/2019, 14/05/2019 | 6 |
| WORD - intermediair | NINF-011/0036 | 21-05-2019 9:00 Hasselt | 21/05/2019, 22/05/2019 | 6 |

Persoonlijke vaardigheden

| | | | | |
|--|---------------|--|---|----|
| Coachen van A tot Z | NPEV-014/0039 | 12-02-2019 9:00 Berchem | 12/02/2019, 19/02/2019, 26/02/2019 | 12 |
| Coachen van A tot Z | NPEV-014/0040 | 14-03-2019 9:00 Antwerpen | 14/03/2019, 21/03/2019, 4/04/2019 | 12 |
| Coachen van A tot Z | NPEV-014/0041 | 15-05-2019 9:00 Sint-Michiels (Brugge) | 15/05/2019, 29/05/2019, 26/06/2019 | 12 |
| Coachen van A tot Z | NPEV-014/0042 | 4-06-2019 9:00 Antwerpen | 4/06/2019, 20/06/2019, 27/06/2019 | 12 |
| Constructief omgaan met verbale agressie, emoties en conflicten | NPEV-004/0011 | 18-03-2019 9:00 Antwerpen | 18/03/2019, 19/03/2019 | 12 |
| Doeltreffende e-mails schrijven | NPEV-003/0010 | 28-03-2019 9:00 Laakdal | 28/03/2019 | 12 |
| Inzicht in verandering: veranderingen begrijpen, aandurven en er positief mee omgaan | NPEV-026/0002 | 6-02-2019 9:00 Hasselt | 6/02/2019 | 12 |
| Inzicht in verandering: veranderingen begrijpen, aandurven en er positief mee omgaan | NPEV-026/0003 | 29-04-2019 9:00 Antwerpen | 29/04/2019 | 12 |
| Jouw team leiden van A tot Z | NPEV-018/0017 | 23-01-2019 9:00 Antwerpen | 23/01/2019, 30/01/2019, 7/02/2019 | 12 |
| Jouw team leiden van A tot Z | NPEV-018/0018 | 11-03-2019 9:00 Hasselt | 11/03/2019, 18/03/2019, 25/03/2019 | 12 |
| Jouw team leiden van A tot Z | NPEV-018/0019 | 6-05-2019 9:00 Berchem | 6/05/2019, 13/05/2019, 20/05/2019 | 12 |
| Krachtig communiceren | NPEV-011/0034 | 18-02-2019 9:00 Antwerpen | 18/02/2019, 19/02/2019 | 12 |
| Krachtig communiceren | NPEV-011/0035 | 28-03-2019 9:00 Hasselt | 28/03/2019, 29/03/2019 | 12 |
| Krachtig communiceren | NPEV-011/0036 | 23-04-2019 9:00 Berchem | 23/04/2019, 24/04/2019 | 12 |
| Krachtig communiceren | NPEV-011/0037 | 3-06-2019 9:00 Antwerpen | 3/06/2019, 4/06/2019 | 12 |
| Leadership development | NPEV-010/0006 | 28-02-2019 9:00 Wilrijk | 28/02/2019, 1/03/2019, 28/03/2019, 29/03/2019 | 12 |
| Medewerkers motiveren | NPEV-017/0014 | 14-03-2019 9:00 Berchem | 14/03/2019 | 12 |

| | | | | | |
|---|---------------|-----------------|----------------------------|------------------------|----|
| Omgaan met verschillen op de werkvloer: Diversiteit als inzet | NPEV-015/0007 | 21-03-2019 9:00 | Neder-over-Heembeek (Bru.) | 21/03/2019, 28/03/2019 | 12 |
| Onderhandelen: De professionele toolbox | NPEV-013/0020 | 11-03-2019 9:00 | Hasselt | 11/03/2019, 25/03/2019 | 12 |
| Onderhandelen: De professionele toolbox | NPEV-013/0021 | 26-04-2019 9:00 | Afsnee (Gent) | 26/04/2019, 10/05/2019 | 12 |
| Onderhandelen: De professionele toolbox | NPEV-013/0022 | 20-05-2019 9:00 | Antwerpen | 20/05/2019, 27/05/2019 | 12 |
| Opbouwend feedback geven | NPEV-024/0006 | 13-02-2019 9:00 | Sint-Michiels (Brugge) | 13/02/2019 | 12 |
| Opbouwend feedback geven | NPEV-024/0007 | 20-03-2019 9:00 | Antwerpen | 20/03/2019 | 12 |
| Presenteren met inzicht en effect | NPEV-001/0018 | 11-03-2019 9:00 | Antwerpen | 11/03/2019, 18/03/2019 | 8 |
| Presenteren met inzicht en effect | NPEV-001/0019 | 23-04-2019 9:00 | Neder-over-Heembeek (Bru.) | 23/04/2019, 30/04/2019 | 8 |
| Probleemoplossend werken | NPEV-005/0005 | 10-05-2019 9:00 | Antwerpen | 10/05/2019 | 12 |
| Time en priority management | NPEV-002/0023 | 14-02-2019 9:00 | Berchem | 14/02/2019 | 12 |
| Time en priority management | NPEV-002/0024 | 7-05-2019 9:00 | Sint-Michiels (Brugge) | 7/05/2019 | 12 |
| Toolbox "Beslissen en overtuigen" | NPEV-008/0009 | 24-05-2019 9:00 | Antwerpen | 24/05/2019, 7/06/2019 | 12 |
| Toolbox "Delegeren" | NPEV-016/0011 | 4-02-2019 9:00 | Berchem | 4/02/2019, 11/02/2019 | 12 |
| Vergaderen met inzicht en effect | NPEV-012/0006 | 23-04-2019 9:00 | Antwerpen | 23/04/2019 | 12 |
| Werken in projecten | NPEV-006/0011 | 4-04-2019 9:00 | Berchem | 4/04/2019, 5/04/2019 | 12 |

Commerciële vaardigheden

| | | | | | |
|---|---------------|-----------------|------------------------|------------------------|----|
| Commerciële basisvaardigheden: Op weg naar loyale klanten | NCOV-002/0022 | 21-03-2019 9:00 | Antwerpen | 21/03/2019, 22/03/2019 | 12 |
| Commerciële basisvaardigheden: Op weg naar loyale klanten | NCOV-002/0023 | 16-05-2019 9:00 | Sint-Michiels (Brugge) | 16/05/2019, 23/05/2019 | 12 |

Opleidings- en competentiebeleid

| | | | | | |
|--|---------------|-----------------|------------------------|------------------------|----|
| Peter/meterschap: Hoe geef ik mijn nieuwe collega een vliegende start? | NOCB-016/0003 | 18-03-2019 9:00 | Antwerpen | 18/03/2019, 1/04/2019 | 12 |
| Train de trainer | NOCB-011/0010 | 14-02-2019 9:00 | Sint-Michiels (Brugge) | 14/02/2019, 26/02/2019 | 8 |
| Train de trainer | NOCB-011/0011 | 28-05-2019 9:00 | Berchem | 28/05/2019, 12/06/2019 | 8 |

Welzijn

| | | | | | |
|---|---------------|-----------------|-----------|------------|----|
| Fit in je hoofd, wel in je vel! | NPEV-019/0008 | 25-04-2019 9:00 | Wilrijk | 25/04/2019 | 15 |
| Geef stress een plaats in je (werk)leven! | NPEV-007/0012 | 20-05-2019 9:00 | Antwerpen | 20/05/2019 | 12 |
| Rol van leidinggevendenden bij voorkomen van burn-out en stress: herkennen en ingrijpen | NWEL-001/0003 | 5-02-2019 9:00 | Antwerpen | 5/02/2019 | 12 |