



刘燕彬 LECTURER

易迪思金牌讲师

微软中国认证讲师(MCT)

Microsoft certified Trainer (MCT)

简介

- 微软护航技术专家
- 美国项目管理协会项目管理专家 (PMP)
- 微软 Office 2003/2007/2010/2013 推广计划特约讲师
- FESCO (外企人力资源) 前程无忧、三人行等人才机构特约讲师
- 51CTO 微软技术论坛
- PMI 项目管理协会会员
- 北京电视台计算机讲座节目特约教师
- 与清华大学出版社合作编写多本 OFFICE 系列丛书

发问式 (ask-answer) 授课 , 特点如下 :

第一 : 开放式发问 , 调动学习积极性 , 宗旨是 “ 将师生研讨课进行到底 ” ;

第二 : 鼓励学员提问 , 让学员真正参与到课程中来 , 宗旨是 “ 学习是一种享受 ” ;

第三 : 优秀作品分享鉴赏 , 在学习课程内容之余拓展思路 , 解锁思维限制 , 宗旨是 “ 将创意进行到底 ”

培训名企

为信息产业部、摩托罗拉中国有限公司、索尼爱立信、中国移动、本田技研、瑞泰人寿保险、中国石油、中国石油天然气集团、BMW、BAYER、西安杨森、北京市林业局、银河证券、华融控股、中国银行、中国建设银行、招商银行、中信银行、浦发银行、兴业银行、华旗资讯、光大永明、联邦快递、百事可乐、奔驰、奥迪、普利司通、雪铁龙、华润集团、首开集团等上百家国内外知名企业做过培训 , 深受客户喜爱

BRIEF INTRODUCTION

- Microsoft Technology Specialist
- Project Management Expert
- Guest Lecturer for Microsoft Office 2003/2007 promotion
- Guest Lecturer for FESCO, 51 job, and other personnel agencies
- Members of 51CTO Microsoft Technology
- PMI project management association
- Special Lecturer of Beijing TV station for computer program
- Edit and publish various of Microsoft Office series of books with Tsinghua University Press

TRAINING STYLE

First: Use open questions to, arouse trainees' enthusiasm

Second: Encourage trainees to ask questions which make them get fully involved

Third: Share excellent works with trainees, instruct them to open their minds and innovate

Customer List

Ministry of Information Industry, MOTOROLA China co., LTD., SONY Ericsson, China mobile, Honda , Ruitai life insurance, PetroChina , China National Petroleum Corp, BMW, BAYER , Beijing Forestry Bureau, Galaxy Securities, Huarong Holdings, Bank of China, China Construction Bank, China Merchants Bank, China Citic Bank, Shanghai Pudong Development Bank, Huaqi Information, Fedex Express , Pepsi-Cola , Benz, Audi, Bridgestone, Citroen, China Resources Enterprise, Ltd

行业经历

资深实战专家，在国内外企业培训上有着十几年的培训经验，从企业实际应用出发，培训内容都是目前炙手可热的话题；积极与学员分享最有价值的技能和知识，注重培训后的后续服务；
讲课条理非常清晰，字斟句酌；
优秀演讲师，经历过几十场上百人讲座，热情、幽默、控场能力强。

项目制作

承接很多企业的 OFFICE 项目制作，有着丰富的实践经验；
参与数据库项目：固特异（大连）开发人力资源管理系统；

主讲课程

- OFFICE 软件系列课程
- 数据库设计与管理
- 逻辑写作与表达
- 时间管理
- 演讲技巧
- 项目经理及团队的项目管理
- 领导力之团队五维管理
- 智能（BI）报表设计
- 平面设计与创意
- 非凡的色彩运用学
- 办公自动化（VBA）
- 云端办公技巧
- 商务会议笔记术
- 图表对数据的整合术
- 综合数据分析

Training experience

Senior experts, owning decades of training Experiences for both domestic and international enterprises
Willing to share valuable skills and tips with trainees, and focusing on post-services
Deliver courses in clear logic and easy-understanding
She is also a Good speaker, delivered numbers of lectures which were more than hundreds of people, in warm, humorous way.

Project experience

Involved in variety of Microsoft OFFICE projects for different companies, having rich practicing experience;
Participated in project of creating database for Goodyear (dalian CHarter) to develop of human resource management system;

MAIN COURSE

- Microsoft OFFICE software series
- Design and management of Database
- Logic writing and expression
- Time management
- Presentation skills
- Leadership: manage a team
- Intelligence (BI) report design
- Plane design and creativity
- Excellent method of using colors
- VBA
- Skills for Office On-Line
- Skills for taking notes in business meeting
- Using charts makes data integration
- Comprehensive data analysis