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Email: info@itrainingexpert.com
Office: +603-8074 9056
Chat/WhatsApp: +60126869628
www.iTrainingExpert.com

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*Early Bird Fee is applicable for the payment 14 days before the training date and HRDC claimable only.

Category	Course Title	Date	Date	Venue	HRDC	Early Bird Fee (MYR)
LEADERSHIP & SUPERVISORY	Leadership Skills for Managers - 7 Key Tools	9/1/25	10/1/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft Excel- Intermediate	9/1/25	10/1/25	PJ/KL	HRDC	1,990
COMMUNICATION	Cross Cultural Communication	9/1/25	10/1/25	PJ/KL	HRDC	2,600
CUSTOMER SERVICE AND TELEPHONE TECHNIQUES	Excellent Customer Service & Response to Complaints	14/1/25	15/1/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Power Query & Power Pivot	14/1/25	15/1/25	PJ/KL	HRDC	2,600
SALES	Sales Strategy; How to Win & Retain Customers with NLP	14/1/25	15/1/25	PJ/KL	HRDC	2,600
SALES	Turning Data to Stories for Decision Making	16/1/25	17/1/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Finance for Non-Finance Managers	16/1/25	17/1/25	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	Decision Making and Problem Solving Strategies	21/1/25	22/1/25	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	SEO and Google Analytics	21/1/25	22/1/25	PJ/KL	HRDC	1,290
COMMUNICATION	Cultural Diversity & Inclusion At the Workplace	18/2/25	19/2/25	PJ/KL	HRDC	2,600
COMMUNICATION	Sales Strategy; How to Win & Retain Customers with NLP	18/2/25	19/2/25	PJ/KL	HRDC	2,600
LEGAL	Corporate Liability Provision: Anti Bribery & Anti-Corruption	18/2/25	18/2/25	PJ/KL	HRDC	1,990
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Procurement & Vendor Negotiation Skills	20/2/25	21/2/25	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)	20/2/25	21/2/25	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Secretarial and Administrative Skills	20/2/25	21/2/25	PJ/KL	HRDC	2,600

NEGOTIATION	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness	22/2/25	23/2/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft Excel- Advanced	22/2/25	23/2/25	PJ/KL	HRDC	1,990
OPERATIONS AND RISK MANAGEMENT	Effective QCC & 7 QC Tools	22/2/25	23/2/25	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	Mastering Graphic Design for Business Excellence	25/2/25	26/2/25	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Certificate in Training Needs Analysis	25/2/25	26/2/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Handling Full Set of Accounts	25/2/25	26/2/25	PJ/KL	HRDC	2,600
NEGOTIATION	Negotiation Skills and Cost Optimization for Purchasing Professionals	4/3/25	5/3/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements	4/3/25	5/3/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Effective Debt Collection & Credit Management	5/3/25	5/3/25	PJ/KL	HRDC	1,300
LEGAL	Understanding Contract Clauses and Debt Recovery (Online)	6/3/25	6/3/24	ONLINE		1,300
SOCIAL MEDIA & SEO	Social Media Marketing, AI and Branding Development	6/3/25	7/3/25	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Procurement Management (Source to Supply)	6/3/25	7/3/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft PowerPoint - Intermediate	11/3/25	12/3/25	PJ/KL	HRDC	1,990
INFORMATION TECHNOLOGY	Microsoft Excel- Intermediate	11/3/25	12/3/25	PJ/KL	HRDC	1,990
SALES	Competitive Selling Skills	13/3/25	14/3/25	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	Stakeholder Management	13/3/25	14/3/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Finance for Non-Finance Managers	19/3/25	20/3/25	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Effective Inventory & Store Management	19/3/25	20/3/25	PJ/KL	HRDC	2,600
BUSINESS AND EMAIL WRITING SKILLS	Email and Report Writing Skills	25/3/25	26/3/25	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Managing Discipline at the Workplace	25/3/25	26/3/25	PJ/KL	HRDC	2,600
COMMUNICATION	Emotional Intelligence for Managers (NLP)	15/4/25	16/4/25	PJ/KL	HRDC	2,600

HUMAN RESOURCES	HR for Non HR Managers	15/4/25	16/4/25	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Technical Report Writing	17/4/25	18/4/25	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures	17/4/25	18/4/25	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Managing Meetings and Minutes Writing Made Easy	22/4/25	23/4/25	PJ/KL	HRDC	2,600
COMMUNICATION	Persuasive & Influencing Skills Using NLP	22/4/25	23/4/25	PJ/KL	HRDC	2,600
PRESENTATION SKILLS	Professional Business Presentation Skills	24/4/25	25/4/25	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Procurement & Vendor Negotiation Skills	24/4/25	25/4/25	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Planning and Execution; Turning Your Vision to Reality	24/4/25	25/4/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Accounting for Non- Accountants	29/4/25	30/4/25	PJ/KL	HRDC	2,600
LEADERSHIP & SUPERVISORY	Supervisory Development Skills	29/4/25	30/4/25	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Certificate in Training Needs Analysis	6/5/25	7/5/25	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	Turning Data to Stories for Decision Making	6/5/25	7/5/25	PJ/KL	HRDC	2,600
LEADERSHIP & SUPERVISORY	Innovative Leadership Skills For Managers	7/5/25	8/5/24	PJ/KL	HRDC	1,300
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Effective Inventory & Store Management	8/5/25	9/5/25	PJ/KL	HRDC	2,600
LEADERSHIP & SUPERVISORY	Coaching and Mentoring Skills	14/5/25	15/5/25	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	SEO and Google Analytics	14/5/25	14/5/24	PJ/KL	HRDC	1,300
OFFICE MANAGEMENT	Secretarial and Administrative Skills	14/5/25	15/5/25	PJ/KL	HRDC	2,600
ENVIRONMENT, SAFETY AND HEALTH (ESH)/ ISO / QUALITY	Scheduled Waste Management	20/5/25	21/5/25	PJ/KL	HRDC	1,300
OFFICE MANAGEMENT	Managing Time and Increasing Work Efficiency	20/5/25	21/5/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Power Query & Power Pivot	22/5/25	23/5/25	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Sourcing	22/5/25	23/5/25	PJ/KL	HRDC	2,600

COMMUNICATION	Business Communication	22/5/25	23/5/25	PJ/KL	HRDC	2,600
COMMUNICATION	StoryTelling Skills for Organisational Change	27/5/25	28/5/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft Excel- Advanced	27/5/25	28/5/25	PJ/KL	HRDC	1,990
NEGOTIATION	Strategic Contracts Negotiation And Deal Making	27/5/25	28/5/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Power BI Desktop	29/5/25	30/5/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Finance for Non-Finance Managers	29/5/25	30/5/25	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	Maximising ChatGPT for Marketing & Sales	29/5/25	30/5/25	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Interview Skills- Competency And Behavioral Based	29/5/25	30/5/25	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Administrative Professional Conference	29/5/25	30/5/25	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Proposal Writing Skills - Business and Technical	12/6/25	13/6/25	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	Stakeholder Management	12/6/25	13/6/25	PJ/KL	HRDC	2,600
COMMUNICATION	Sales Strategy; How to Win & Retain Customers with NLP	12/6/25	13/6/25	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Negotiation Skills and Cost Optimization for Purchasing Professionals	17/6/25	18/6/25	PJ/KL	HRDC	2,600
OPERATIONS AND RISK MANAGEMENT	8D Problem Solving Process	17/6/25	18/6/25	PJ/KL	HRDC	2,600
CUSTOMER SERVICE AND TELEPHONE TECHNIQUES	Excellent Customer Service & Response to Complaints	17/6/25	18/6/25	PJ/KL	HRDC	2,600
OPERATIONS AND RISK MANAGEMENT	Effective QCC & 7 QC Tools	19/6/25	20/6/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements	19/6/25	20/6/25	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	Strategic Management	19/6/25	20/6/25	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	Mastering Graphic Design for Business Excellence	24/6/25	25/6/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Handling Full Set of Accounts	24/6/25	25/6/25	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Report Writing; How to Write Simply and Clearly	25/6/25	26/6/25	PJ/KL	HRDC	2,600

COMMUNICATION	NLP Coaching Skills for Managers	25/6/25	26/6/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft PowerPoint - Intermediate	1/7/25	2/7/25	PJ/KL	HRDC	1,990
LEGAL	Corporate Liability Provision: Anti Bribery & Anti-Corruption	1/7/25	1/7/25	PJ/KL	HRDC	1,990
SOCIAL MEDIA & SEO	Social Media Marketing, AI and Branding Development	3/7/25	4/7/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft Excel- Intermediate	3/7/25	4/7/25	PJ/KL	HRDC	1,990
LEADERSHIP and SUPERVISORY	Decision Making and Problem Solving Strategies	8/7/25	9/7/25	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	People Management Skills; Managing Different Personalities	8/7/25	9/7/25	PJ/KL	HRDC	2,600
LEADERSHIP & SUPERVISORY	Leadership Skills for Managers - 7 Key Tools	10/7/25	11/7/25	PJ/KL	HRDC	2,600
BUSINESS AND EMAIL WRITING SKILLS	Email and Report Writing Skills	10/7/25	11/7/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Effective Debt Collection & Credit Management	15/7/25	16/7/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Power BI Desktop	15/7/25	16/7/25	PJ/KL	HRDC	2,600
COMMUNICATION	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team	17/7/25	18/7/25	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Managing e-Commerce Logistics & Fulfilment	17/7/25	18/7/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Finance for Non-Finance Managers	18/7/25	19/7/25	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures	22/7/25	23/7/25	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Technical Report Writing	22/7/25	23/7/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Accounting for Non- Accountants	24/7/25	25/7/25	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Filing and Records Management	24/7/25	24/7/25	PJ/KL	HRDC	1,300
NEGOTIATION	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness	5/8/25	6/8/25	PJ/KL	HRDC	2,600
COMMUNICATION	Cultural Diversity & Inclusion At the Workplace	5/8/25	6/8/25	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	Think out of the Box & Problem Solving	5/8/25	6/8/25	PJ/KL	HRDC	2,600

LEADERSHIP and SUPERVISORY	Transformational Leadership with EQ	7/8/25	8/8/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Budgeting and Cash Flow: Forecasting and Reporting	7/8/25	8/8/25	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Managing Meetings and Minutes Writing Made Easy	12/8/25	13/8/25	PJ/KL	HRDC	2,600
COMMUNICATION	Emotional Intelligence for Managers (NLP)	14/8/25	15/8/25	PJ/KL	HRDC	2,600
ENVIRONMENT, SAFETY AND HEALTH (ESH)/ ISO / QUALITY	Scheduled Waste Management	14/8/25	14/8/25	PJ/KL	HRDC	1,300
CUSTOMER SERVICE AND TELEPHONE TECHNIQUES	Dealing with Difficult Customers	14/8/25	15/8/25	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Procurement Management (Source to Supply)	19/8/25	20/8/25	PJ/KL	HRDC	2,600
ENVIRONMENT, SAFETY AND HEALTH (ESH)/ ISO / QUALITY	Effective Incident Investigation & Reporting	19/8/25	20/8/25	PJ/KL	HRDC	2,600
LEGAL	Understanding Contract Clauses and Debt Recovery (Online)	21/8/25	21/8/25	ONLINE	HRDC	1,300
COMMUNICATION	Business Communication	21/8/25	22/8/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft Excel- Advanced	21/8/25	22/8/25	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Procurement & Vendor Negotiation Skills	26/8/25	27/8/25	PJ/KL	HRDC	2,600
HUMAN RESOURCES	HR for Non HR Managers	26/8/25	27/8/25	PJ/KL	HRDC	2,600
LEADERSHIP & SUPERVISORY	High Performance Leadership For Corporate Leaders	28/8/25	29/8/25	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Supply Chain Management	4/9/25	5/9/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Finance for Non-Finance Managers	4/9/25	5/9/25	PJ/KL	HRDC	2,600
Business Strategy	Positive Mental Attitude	4/9/25	5/9/25	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Technical Report Writing	4/9/25	5/9/25	PJ/KL	HRDC	2,600
BUSINESS AND EMAIL WRITING SKILLS	Email and Report Writing Skills	9/9/25	10/9/25	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	Turning Data to Stories for Decision Making	9/9/25	10/9/25	PJ/KL	HRDC	2,600
LEADERSHIP & SUPERVISORY	Supervisory Development Skills	11/9/25	12/9/25	PJ/KL	HRDC	2,600

INFORMATION TECHNOLOGY	Microsoft Excel- Intermediate	11/9/25	12/9/25	PJ/KL	HRDC	1,990
COMMUNICATION	Cross Cultural Communication	18/9/25	19/9/25	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)	18/9/25	19/9/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Handling Full Set of Accounts	18/9/25	19/9/25	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Secretarial and Administrative Skills	23/9/25	24/9/25	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Proposal Writing Skills - Business and Technical	23/9/25	24/9/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Effective Debt Collection & Credit Management	23/9/25	23/9/25	PJ/KL	HRDC	1,300
HUMAN RESOURCES	Managing Discipline at the Workplace	25/9/25	26/9/25	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Certificate in Training Needs Analysis	25/9/25	26/9/25	PJ/KL	HRDC	2,600
PRESENTATION SKILLS	Professional Business Presentation Skills	25/9/25	26/9/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Power Query & Power Pivot	7/10/25	8/10/25	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Filing and Records Management	7/10/25	7/10/25	PJ/KL	HRDC	1,300
FINANCE AND ACCOUNTING	How To Read Financial Statements	7/10/25	7/10/25	ONLINE	HRDC	1,300
OFFICE MANAGEMENT	Managing Time and Increasing Work Efficiency	9/10/25	10/10/25	PJ/KL	HRDC	2,600
COMMUNICATION	English Communication At Work	9/10/25	10/10/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Effective Debt Collection & Credit Management	14/10/25	14/10/25	PJ/KL	HRDC	1,300
SALES	Competitive Selling Skills	14/10/25	15/10/25	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Planning and Execution; Turning Your Vision to Reality	14/10/25	15/10/25	PJ/KL	HRDC	2,600
CUSTOMER SERVICE AND TELEPHONE TECHNIQUES	Excellent Customer Service & Response to Complaints	15/10/25	16/10/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft Excel- Advanced	15/10/25	16/10/25	PJ/KL	HRDC	1,990
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Effective Inventory & Store Management	15/10/25	16/10/25	PJ/KL	HRDC	2,600

HUMAN RESOURCES	Interview Skills- Competency And Behavioral Based	22/10/25	23/10/25	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Filing and Records Management	22/10/25	23/10/24	PJ/KL	HRDC	1,300
FINANCE AND ACCOUNTING	Accounting for Non- Accountants	23/10/25	24/10/25	PJ/KL	HRDC	2,600
LEGAL	Understanding Contract Clauses and Debt Recovery (Online)	23/10/25	23/10/25	ONLINE	HRDC	1,300
COMMUNICATION	Persuasive & Influencing Skills Using NLP	28/10/25	29/10/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Power BI Desktop	30/10/25	31/10/25	PJ/KL	HRDC	2,600
LEADERSHIP & SUPERVISORY	Innovative Leadership Skills For Managers	30/10/25	30/10/25	PJ/KL	HRDC	1,300
COMMUNICATION	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team	4/11/25	5/11/25	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	People Management Skills; Managing Different Personalities	4/11/25	5/11/25	PJ/KL	HRDC	2,600
NEGOTIATION	Negotiation Skills and Cost Optimization for Purchasing Professionals	4/11/25	5/11/25	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Secretarial and Administrative Skills	4/11/25	5/11/25	PJ/KL	HRDC	2,600
COMMUNICATION	StoryTelling Skills for Organisational Change	6/11/25	7/11/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft PowerPoint - Intermediate	6/11/25	7/11/25	PJ/KL	HRDC	1,990
ENVIRONMENT, SAFETY AND HEALTH (ESH)/ ISO / QUALITY	Scheduled Waste Management	6/11/25	6/11/25	PJ/KL	HRDC	1,300
SOCIAL MEDIA & SEO	Maximising ChatGPT for Marketing & Sales	6/11/25	7/11/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Finance for Non-Finance Managers	12/11/25	13/11/25	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	Decision Making and Problem Solving Strategies	12/11/25	13/11/25	PJ/KL	HRDC	2,600
COMMUNICATION	Sales Strategy; How to Win & Retain Customers with NLP	12/11/25	13/11/25	PJ/KL	HRDC	2,600
OPERATIONS AND RISK MANAGEMENT	Effective QCC & 7 QC Tools	12/11/25	13/11/25	PJ/KL	HRDC	2,600

LEADERSHIP and SUPERVISORY	Stakeholder Management	13/11/25	14/11/25	PJ/KL	HRDC	2,600
COMMUNICATION	Business Communication	13/11/25	14/11/25	PJ/KL	HRDC	2,600
LEGAL	Corporate Liability Provision: Anti Bribery & Anti-Corruption	13/11/25	20/11/25	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Procurement & Vendor Negotiation Skills	13/11/25	14/11/25	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Managing Discipline at the Workplace	13/11/25	14/11/25	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	Social Media Marketing, AI and Branding Development	18/11/25	19/11/25	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Filing and Records Management	18/11/25	18/11/25	PJ/KL	HRDC	1,300
INFORMATION TECHNOLOGY	Microsoft Excel- Intermediate	18/11/25	19/11/25	PJ/KL	HRDC	1,990
LEADERSHIP and SUPERVISORY	Transformational Leadership with EQ	18/11/25	19/11/25	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	SEO and Google Analytics	18/11/25	18/11/25	PJ/KL	HRDC	1,300
NEGOTIATION	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness	18/11/25	19/11/25	PJ/KL	HRDC	2,600
HUMAN RESOURCES	HR for Non HR Managers	20/11/25	21/11/25	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	Mastering Graphic Design for Business Excellence	20/11/25	21/11/25	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Supply Chain Management	20/11/25	21/11/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements	20/11/25	21/11/25	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Sourcing	25/11/25	26/11/25	PJ/KL	HRDC	2,600
OPERATIONS AND RISK MANAGEMENT	8D Problem Solving Process	25/11/25	26/11/25	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Report Writing; How to Write Simply and Clearly	25/11/25	26/11/25	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures	25/11/25	26/11/25	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Procurement Management (Source to Supply)	25/11/25	26/11/25	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Technical Report Writing	27/11/25	28/11/25	PJ/KL	HRDC	2,600

LEADERSHIP and SUPERVISORY	Strategic Management	27/11/25	28/11/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Power Query & Power Pivot	27/11/25	28/11/25	PJ/KL	HRDC	2,600
COMMUNICATION	NLP Coaching Skills for Managers	27/11/25	28/11/25	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Proposal Writing Skills - Business and Technical	2/12/25	3/12/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft Excel- Intermediate	2/12/25	3/12/25	PJ/KL	HRDC	1,990
LEADERSHIP & SUPERVISORY	Supervisory Development Skills	2/12/25	3/12/25	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Procurement & Vendor Negotiation Skills	2/12/25	3/12/25	PJ/KL	HRDC	2,600
COMMUNICATION	Emotional Intelligence for Managers (NLP)	4/12/25	5/12/25	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Interview Skills- Competency And Behavioral Based	4/12/25	5/12/25	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	Think out of the Box & Problem Solving	4/12/25	5/12/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Accounting for Non- Accountants	4/12/25	5/12/25	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Managing e-Commerce Logistics & Fulfilment	4/12/25	5/12/25	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Managing Meetings and Minutes Writing Made Easy	9/12/25	10/12/25	PJ/KL	HRDC	2,600
ENVIRONMENT, SAFETY AND HEALTH (ESH)/ ISO / QUALITY	Effective Incident Investigation & Reporting	9/12/25	10/12/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Handling Full Set of Accounts	9/12/25	10/12/25	PJ/KL	HRDC	2,600
LEADERSHIP & SUPERVISORY	Coaching and Mentoring Skills	11/12/25	12/12/25	PJ/KL	HRDC	2,600
COMMUNICATION	English Communication At Work	11/12/25	12/12/25	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Budgeting and Cash Flow: Forecasting and Reporting	11/12/25	12/12/25	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft Excel- Advanced	11/12/25	12/12/25	PJ/KL	HRDC	1,990
BUSINESS AND EMAIL WRITING SKILLS	Email and Report Writing Skills	11/12/25	12/12/25	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Administrative Professional Conference	16/12/25	17/12/25	PJ/KL	HRDC	2,600

HUMAN RESOURCES	Certificate in Training Needs Analysis	16/12/25	17/12/25	PJ/KL	HRDC	2,600
CUSTOMER SERVICE AND TELEPHONE TECHNIQUES	Dealing with Difficult Customers	16/12/25	17/12/25	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	Turning Data to Stories for Decision Making	18/12/25	19/12/25	PJ/KL	HRDC	2,600
PRESENTATION SKILLS	Professional Business Presentation Skills	18/12/25	19/12/25	PJ/KL	HRDC	2,600
NEGOTIATION	Strategic Contracts Negotiation And Deal Making	18/12/25	19/12/25	PJ/KL	HRDC	2,600
COMMUNICATION	Persuasive & Influencing Skills Using NLP	22/12/25	23/12/25	PJ/KL	HRDC	2,600
LEADERSHIP & SUPERVISORY	Leadership Skills for Managers - 7 Key Tools	30/12/25	31/12/25	PJ/KL	HRDC	2,600

** Training events organised by iTrainingExpert.com are subject to change*

**Early Birds Fee is applicable for the payment 14 days before the training date and HRDC claimable only.*