

TRAINING CALENDAR

2025

*Transforming Talents for
Business Excellence*

- 25 years of experience providing customized training solutions
- Quality Public & In-House training programs.
- Comprehensive Consultancy Services.



NOVEMBER 2025

Category	Course Title	Date	Venue
REPORT & PROPOSAL WRITING	Report Writing; How to Write Simply and Clearly	25 - 26 Nov 2025	SELANGOR
RISK MANAGEMENT	8D Problem Solving Process	25 - 26 Nov 2025	ESPIRA HOTEL KINRARA
LOGISTICS	Strategic Sourcing	25 - 26 Nov 2025	SELANGOR
LOGISTICS	Procurement Management (Source to Supply)	25 - 26 Nov 2025	SELANGOR
HUMAN RESOURCES	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures	25 - 26 Nov 2025	ESPIRA HOTEL KINRARA
LOGISTICS	Mastering Incoterms 2020 (ICC) in Import Export Management	26 - 27 Nov 2025	SELANGOR
LEADERSHIP & MANAGEMENT	Transformational Leadership	26 - 27 Nov 2025	SELANGOR
MANAGEMENT	Strategic Management	26 - 27 Nov 2025	SELANGOR
INFORMATION TECHNOLOGY	Power Query & Power Pivot	27 - 28 Nov 2025	SELANGOR
PERSONAL DEVELOPMENT	NLP Coaching Skills for Managers	27 - 28 Nov 2025	SELANGOR
REPORT & PROPOSAL WRITING	Technical Report Writing for Engineers	27 - 28 Nov 2025	ESPIRA HOTEL KINRARA

DECEMBER 2025

Category	Course Title	Date	Venue
LEADERSHIP & MANAGEMENT	Supervisory Development Skills	02 - 03 Dec 2025	ESPIRA HOTEL KINRARA
BUSINESS WRITING	English Communication At Work	02 - 03 Dec 2025	SELANGOR
INFORMATION TECHNOLOGY	Microsoft Excel Intermediate	02 - 03 Dec 2025	SELANGOR
NEGOTIATION	Strategic Procurement & Vendor Negotiation Skills	02 - 03 Dec 2025	SELANGOR
PERSONAL DEVELOPMENT	Managing Time and Increasing Work Efficiency	03 - 04 Dec 2025	PJ/KL
FINANCE & ACCOUNTING	Credit Evaluation and Fraud Protection	04 - 05 Dec 2025	SELANGOR
FINANCE & ACCOUNTING	Accounting for Non-Accountants	04 - 05 Dec 2025	ESPIRA HOTEL KINRARA
LOGISTICS	Managing E-Commerce Logistics and Fulfilment	04 - 05 Dec 2025	SELANGOR
EMOTIONAL INTELLIGENCE	Emotional Intelligence for Managers (NLP)	04 - 05 Dec 2025	SELANGOR
LEGAL & CONTRACTS	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance	09 Dec 2025	ESPIRA HOTEL KINRARA
BUSINESS WRITING	Managing Meetings and Minutes Writing Made Easy	09 - 10 Dec 2025	SELANGOR
COACHING	Coaching & Mentoring Skills	09 - 10 Dec 2025	SELANGOR
FINANCE & ACCOUNTING	Handling Full Set of Accounts	09 - 10 Dec 2025	SELANGOR
OIL & GAS	Effective Incident Investigation & Reporting	09 - 10 Dec 2025	SELANGOR
ARTIFICIAL INTELLIGENCE (AI)	AI Mastery for Business	10 Dec 2025	ONLINE
FINANCE & ACCOUNTING	Budgeting and Cash Flow Forecasting and Reporting	15 - 16 Dec 2025	SELANGOR
LEGAL & CONTRACTS	Drafting & Negotiating Commercial Contracts : Review & Minimise Risk	15 - 16 Dec 2025	SELANGOR
INFORMATION TECHNOLOGY	Microsoft Excel- Advanced	15 - 16 Dec 2025	SELANGOR

HUMAN RESOURCES	Interview Skills- Competency and Behavioral Based	15 - 16 Dec 2025	SELANGOR
PERSONAL DEVELOPMENT	Persuasive & Influencing Skills Using NLP	15 - 16 Dec 2025	SELANGOR
FINANCE & ACCOUNTING	Effective Debt Collection and Credit Management	16 Dec 2025	SELANGOR
HUMAN RESOURCES	Certificate in Training Needs Analysis	16 - 17 Dec 2025	SELANGOR
SALES & MARKETING	Strategic Key Account Management	16 - 17 Dec 2025	SELANGOR
OFFICE MANAGEMENT	Administrative Professional Conference 2025	16 - 17 Dec 2025	MERCURE TRION HOTEL KL
BUSINESS WRITING	Email and Report Writing Skills	16 - 17 Dec 2025	SELANGOR
ARTIFICIAL INTELLIGENCE (AI)	Mastering ChatGPT for Business Writing	17 Dec 2025	SELANGOR
FINANCE & ACCOUNTING	E-Invoicing for Professionals	17 Dec 2025	ESPIRA HOTEL KINRARA
COMMUNICATION	Dealing with Difficult Customers	17 - 18 Dec 2025	ESPIRA HOTEL KINRARA
CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	Think out of the Box & Problem Solving	18 - 19 Dec 2025	ESPIRA HOTEL KINRARA
NEGOTIATION	Strategic Contract Negotiation and Deal Making	18 - 19 Dec 2025	SELANGOR
PRESENTATION SKILLS	Professional Business Presentation Skills	18 - 19 Dec 2025	SELANGOR
CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	Turning Data to Story for Decision Making	18 - 19 Dec 2025	SELANGOR
LEADERSHIP & MANAGEMENT	Leadership Skills for Managers~ 7 Key Tools for Leaders	30 - 31 Dec 2025	SELANGOR



CONTACT US:



+60126869628 (Yuni)
+60173852924 (Rohan)
+60146047896 (Sue)



info@itrainingexpert.com



www.iTrainingExpert.com