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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)
NEGOTIATION	Negotiation Skills and Cost Optimization for Purchasing Professionals	6/3/24	7/3/24	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Certificate in Training Needs Analysis	7/3/24	8/3/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements	7/3/24	8/3/24	PJ/KL	HRDC	2,600
LEGAL	Understanding Contract Clauses & Debt Recovery (Half day online)	7/3/24	7/3/24	ONLINE		1,300
FINANCE AND ACCOUNTING	Effective Debt Collection & Credit Management	7/3/24	7/3/24	PJ/KL	HRDC	1,300
SOCIAL MEDIA & SEO	Social Media Marketing and Branding Development	14/3/24	15/3/24	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Procurement Management (Source to Supply)	14/3/24	15/3/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft PowerPoint - Intermediate	14/3/24	15/3/24	PJ/KL	HRDC	1,990
LEGAL	Drafting & Negotiating Commercial Contract; Review & Miminise Risk	19/3/24	20/3/24	PJ/KL	HRDC	3,290
INFORMATION TECHNOLOGY	Microsoft Excel- Intermediate	19/3/24	20/3/24	PJ/KL	HRDC	1,990
SALES	Competitive Selling Skills	19/3/24	20/3/24	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	Stakeholder Management	21/3/24	22/3/24	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Finance for Non-Finance Managers	21/3/24	22/3/24	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Effective Inventory & Store Management	26/3/24	27/3/24	PJ/KL	HRDC	2,600
BUSINESS AND EMAIL WRITING SKILLS	Email and Report Writing Skills	26/3/24	27/3/24	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Managing Discipline at the Workplace	26/3/24	27/3/24	PJ/KL	HRDC	2,600

COMMUNICATION	Emotional Intelligence for Managers (NLP)	1/4/24	2/4/24	PJ/KL	HRDC	2,600
HUMAN RESOURCES	HR for Non HR Managers	2/4/24	3/4/24	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Technical Report Writing	2/4/24	3/4/24	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures	3/4/24	4/4/24	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Managing Meetings and Minutes Writing Made Easy	3/4/24	4/4/24	PJ/KL	HRDC	2,600
COMMUNICATION	Persuasive & Influencing Skills Using NLP	18/4/24	19/4/24	PJ/KL	HRDC	2,600
PRESENTATION SKILLS	Professional Business Presentation Skills	18/4/24	19/4/24	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Procurement & Vendor Negotiation Skills	23/4/24	24/4/24	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Planning and Execution; Turning Your Vision to Reality	23/4/24	24/4/24	PJ/KL	HRDC	2,600
LEGAL	Service Level Agreements (SLA); Understanding Buyers and Vendor Roles	24/4/24	25/4/24	PJ/KL	HRDC	3,290
FINANCE AND ACCOUNTING	Accounting for Non- Accountants	24/4/24	25/4/24	PJ/KL	HRDC	2,600
LEADERSHIP & SUPERVISORY	Supervisory Development Skills	25/4/24	26/4/24	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Certificate in Training Needs Analysis	9/5/24	10/5/24	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	Turning Data to Stories for Decision Making	7/5/24	8/5/24	PJ/KL	HRDC	2,600
LEADERSHIP & SUPERVISORY	Innovative Leadership Skills For Managers	7/5/24	7/5/24	PJ/KL	HRDC	1,300
LEGAL	Effective Contract Negotiations	8/5/24	9/5/24	PJ/KL	HRDC	3,290
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Effective Inventory & Store Management	9/5/24	10/5/24	PJ/KL	HRDC	2,600
LEADERSHIP & SUPERVISORY	Coaching and Mentoring Skills	9/5/24	10/5/24	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	SEO and Google Analytics	14/5/24	14/5/24	PJ/KL	HRDC	1,300
OFFICE MANAGEMENT	Secretarial and Administrative Skills	14/5/24	15/5/24	PJ/KL	HRDC	2,600
LEGAL	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance	14/5/24	14/5/24	PJ/KL	HRDC	1,990

ENVIRONMENT, SAFETY AND HEALTH (ESH)/ ISO / QUALITY	Scheduled Waste Management	15/5/24	15/5/24	PJ/KL	HRDC	1,300
OFFICE MANAGEMENT	Managing Time and Increasing Work Efficiency	15/5/24	16/5/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Power Query & Power Pivot	15/5/24	16/5/24	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Sourcing	16/5/24	17/5/24	PJ/KL	HRDC	2,600
COMMUNICATION	Business Communication	23/5/24	24/5/24	PJ/KL	HRDC	2,600
COMMUNICATION	StoryTelling Skills for Organisational Change	23/5/24	24/5/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft Excel- Advanced	28/5/24	29/5/24	PJ/KL	HRDC	1,990
NEGOTIATION	Strategic Contracts Negotiation And Deal Making	28/5/24	29/5/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Power BI Desktop	28/5/24	29/5/24	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Finance for Non-Finance Managers	29/5/24	30/5/24	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	Maximising ChatGPT for Marketing & Sales	30/5/24	31/5/24	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Interview Skills- Competency And Behavioral Based	30/5/24	31/5/24	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Administrative Professional Conference 2023	30/5/24	31/5/24	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Proposal Writing Skills - Business and Technical	6/6/24	7/6/24	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	Stakeholder Management	6/6/24	7/6/24	PJ/KL	HRDC	2,600
COMMUNICATION	Sales Strategy; How to Win & Retain Customers with NLP	11/6/24	12/6/24	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Negotiation Skills and Cost Optimization for Purchasing Professionals	11/6/24	12/6/24	PJ/KL	HRDC	2,600
OPERATIONS AND RISK MANAGEMENT	8D Problem Solving Process	11/6/24	12/6/24	PJ/KL	HRDC	2,600
CUSTOMER SERVICE AND TELEPHONE TECHNIQUES	Excellent Customer Service & Response to Complaints	13/6/24	14/6/24	PJ/KL	HRDC	2,600
OPERATIONS AND RISK MANAGEMENT	Effective QCC & 7 QC Tools	20/6/24	21/6/24	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements	20/6/24	21/6/24	PJ/KL	HRDC	2,600

LEADERSHIP and SUPERVISORY	Strategic Management	20/6/24	21/6/24	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	Mastering Graphic Design for Business Excellence	25/6/24	26/6/24	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Handling Full Set of Accounts	25/6/24	26/6/24	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Report Writing; How to Write Simply and Clearly	27/6/24	28/6/24	PJ/KL	HRDC	2,600
COMMUNICATION	NLP Coaching Skills for Managers	27/6/24	28/6/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft PowerPoint - Intermediate	5/7/24	6/7/24	PJ/KL	HRDC	1,990
LEGAL	Corporate Liability Provision: Anti Bribery & Anti-Corruption	11/7/24	11/7/24	PJ/KL	HRDC	1,990
SOCIAL MEDIA & SEO	Social Media Marketing and Branding Development	11/7/24	12/7/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft Excel- Intermediate	16/7/24	17/7/24	PJ/KL	HRDC	1,990
LEADERSHIP and SUPERVISORY	Decision Making and Problem Solving Strategies	16/7/24	17/7/24	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	People Management Skills; Managing Different Personalities	16/7/24	17/7/24	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Finance for Non-Finance Managers	18/7/24	19/7/24	PJ/KL	HRDC	2,600
LEADERSHIP & SUPERVISORY	Leadership Skills for Managers - 7 Key Tools	22/7/24	23/7/24	PJ/KL	HRDC	2,600
LEGAL	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance	19/7/24	19/7/24	PJ/KL	HRDC	1,990
BUSINESS AND EMAIL WRITING SKILLS	Email and Report Writing Skills	23/7/24	24/7/24	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Effective Debt Collection & Credit Management	23/7/24	24/7/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Power BI Desktop	25/7/24	26/7/24	PJ/KL	HRDC	2,600
COMMUNICATION	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team	25/7/24	26/7/24	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Managing e-Commerce Logistics & Fulfilment	25/7/24	26/7/24	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures	30/7/24	31/7/24	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Technical Report Writing	30/7/24	31/7/24	PJ/KL	HRDC	2,600

FINANCE AND ACCOUNTING	Accounting for Non- Accountants	30/7/24	31/7/24	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Filing and Records Management	30/7/24	30/7/24	PJ/KL	HRDC	1,300
NEGOTIATION	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness	6/8/24	7/8/24	PJ/KL	HRDC	2,600
COMMUNICATION	Cultural Diversity & Inclusion At the Workplace	6/8/24	7/8/24	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	Think out of the Box & Problem Solving	6/8/24	7/8/24	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	Transformational Leadership with EQ	7/8/24	8/8/24	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Budgeting and Cash Flow: Forecasting and Reporting	7/8/24	8/8/24	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Managing Meetings and Minutes Writing Made Easy	8/8/24	9/8/24	PJ/KL	HRDC	2,600
LEGAL	Drafting & Negotiating Commercial Contract; Review & Miminise Risk	8/8/24	9/8/24	PJ/KL	HRDC	3,290
COMMUNICATION	Emotional Intelligence for Managers (NLP)	8/8/24	9/8/24	PJ/KL	HRDC	2,600
ENVIRONMENT, SAFETY AND HEALTH (ESH)/ ISO / QUALITY	Scheduled Waste Management	15/8/24	15/8/24	PJ/KL	HRDC	1,300
CUSTOMER SERVICE AND TELEPHONE TECHNIQUES	Dealing with Difficult Customers	13/8/24	14/8/24	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Procurement Management (Source to Supply)	13/8/24	14/8/24	PJ/KL	HRDC	2,600
ENVIRONMENT, SAFETY AND HEALTH (ESH)/ ISO / QUALITY	Effective Incident Investigation & Reporting	13/8/24	14/8/24	PJ/KL	HRDC	2,600
LEGAL	Understanding Contract Clauses to Prevent Bad Debt & Legal Process (Online)	15/8/24	15/8/24	PJ/KL	HRDC	1,300
COMMUNICATION	Business Communication	15/8/24	16/8/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft Excel- Advanced	15/8/24	16/8/24	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Procurement & Vendor Negotiation Skills	15/8/24	16/8/24	PJ/KL	HRDC	2,600
HUMAN RESOURCES	HR for Non HR Managers	20/8/24	21/8/24	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Technical Report Writing	20/8/24	21/8/24	PJ/KL	HRDC	2,600
LEADERSHIP & SUPERVISORY	High Performance Leadership For Corporate Leaders	27/8/24	28/8/24	PJ/KL	HRDC	2,600

LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Supply Chain Management	4/9/24	5/9/24	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Finance for Non-Finance Managers	4/9/24	5/9/24	PJ/KL	HRDC	2,600
Business Strategy	Positive Mental Attitude	10/9/24	11/9/24	PJ/KL	HRDC	2,600
BUSINESS AND EMAIL WRITING SKILLS	Email and Report Writing Skills	10/9/24	11/9/24	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	Turning Data to Stories for Decision Making	11/9/24	12/9/24	PJ/KL	HRDC	2,600
LEGAL	Service Level Agreements (SLA); Understanding Buyers and Vendor Roles	12/9/24	13/9/24	PJ/KL	HRDC	3,290
LEADERSHIP & SUPERVISORY	Supervisory Development Skills	12/9/24	13/9/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft Excel- Intermediate	18/9/24	19/9/24	PJ/KL	HRDC	1,990
COMMUNICATION	Cross Cultural Communication	18/9/24	19/9/24	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)	19/9/24	20/9/24	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Handling Full Set of Accounts	19/9/24	20/9/24	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Secretarial and Administrative Skills	19/9/24	20/9/24	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Proposal Writing Skills - Business and Technical	24/9/24	25/9/24	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Effective Debt Collection & Credit Management	24/9/24	24/9/24	PJ/KL	HRDC	1,300
HUMAN RESOURCES	Managing Discipline at the Workplace	26/9/24	27/9/24	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Certificate in Training Needs Analysis	26/9/24	27/9/24	PJ/KL	HRDC	2,600
PRESENTATION SKILLS	Professional Business Presentation Skills	26/9/24	27/9/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Power Query & Power Pivot	3/10/24	4/10/24	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Filing and Records Management	3/10/24	3/10/24	PJ/KL	HRDC	1,300
FINANCE AND ACCOUNTING	How To Read Financial Statements	3/10/24	3/10/24	ONLINE	HRDC	1,300
OFFICE MANAGEMENT	Managing Time and Increasing Work Efficiency	3/10/24	4/10/24	PJ/KL	HRDC	2,600

COMMUNICATION	English Communication At Work	8/10/24	9/10/24	PJ/KL	HRDC	2,600
LEGAL	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance	10/10/24	10/10/24	PJ/KL	HRDC	1,990
FINANCE AND ACCOUNTING	Effective Debt Collection & Credit Management	15/10/24	15/10/24	PJ/KL	HRDC	1,300
SALES	Competitive Selling Skills	15/10/24	16/10/24	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Planning and Execution; Turning Your Vision to Reality	15/10/24	16/10/24	PJ/KL	HRDC	2,600
CUSTOMER SERVICE AND TELEPHONE TECHNIQUES	Excellent Customer Service & Response to Complaints	17/10/24	18/10/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft Excel- Advanced	17/10/24	18/10/24	PJ/KL	HRDC	1,990
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Effective Inventory & Store Management	17/10/24	18/10/24	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Interview Skills- Competency And Behaviorial Based	22/10/24	23/10/24	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Filing and Records Management	23/10/24	23/10/24	PJ/KL	HRDC	1,300
FINANCE AND ACCOUNTING	Accounting for Non- Accountants	23/10/24	24/10/24	PJ/KL	HRDC	2,600
LEGAL	Understanding Contract Clauses to Prevent Bad Debt & Legal Process (Online)	24/10/24	24/10/24	PJ/KL	HRDC	1,300
COMMUNICATION	Persuasive & Influencing Skills Using NLP	24/10/24	25/10/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Power BI Desktop	28/10/24	29/10/24	PJ/KL	HRDC	2,600
LEADERSHIP & SUPERVISORY	Innovative Leadership Skills For Managers	28/10/24	28/10/24	PJ/KL	HRDC	1,300
COMMUNICATION	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team	4/11/24	5/11/24	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	People Management Skills; Managing Different Personalities	5/11/24	6/11/24	PJ/KL	HRDC	2,600
NEGOTIATION	Negotiation Skills and Cost Optimization for Purchasing Professionals	5/11/24	6/11/24	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Secretarial and Administrative Skills	5/11/24	6/11/24	PJ/KL	HRDC	2,600
COMMUNICATION	StoryTelling Skills for Organisational Change	4/11/24	5/11/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft PowerPoint - Intermediate	7/11/24	8/11/24	PJ/KL	HRDC	1,990

ENVIRONMENT, SAFETY AND HEALTH (ESH)/ ISO / QUALITY	Scheduled Waste Management	7/11/24	7/11/24	PJ/KL	HRDC	1,300
SOCIAL MEDIA & SEO	Maximising ChatGPT for Marketing & Sales	7/11/24	8/11/24	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Finance for Non-Finance Managers	10/11/24	11/11/24	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	Decision Making and Problem Solving Strategies	12/11/24	13/11/24	PJ/KL	HRDC	2,600
COMMUNICATION	Sales Strategy; How to Win & Retain Customers with NLP	12/11/24	13/11/24	PJ/KL	HRDC	2,600
OPERATIONS AND RISK MANAGEMENT	Effective QCC & 7 QC Tools	12/11/24	13/11/24	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	Stakeholder Management	12/11/24	13/11/24	PJ/KL	HRDC	2,600
COMMUNICATION	Business Communication	12/11/24	13/11/24	PJ/KL	HRDC	2,600
LEGAL	Corporate Liability Provision: Anti Bribery & Anti-Corruption	12/11/24	13/11/24	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Procurement & Vendor Negotiation Skills	12/11/24	13/11/24	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Managing Discipline at the Workplace	14/11/24	15/11/24	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	Social Media Marketing and Branding Development	14/11/24	15/11/24	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Filing and Records Management	14/11/24	14/11/24	PJ/KL	HRDC	1,300
INFORMATION TECHNOLOGY	Microsoft Excel- Intermediate	14/11/24	15/11/24	PJ/KL	HRDC	1,990
LEADERSHIP and SUPERVISORY	Transformational Leadership with EQ	21/11/24	22/11/24	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	SEO and Google Analytics	19/11/24	19/11/24	PJ/KL	HRDC	1,300
HUMAN RESOURCES	HR for Non HR Managers	19/11/24	20/11/24	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	Mastering Graphic Design for Business Excellence	19/11/24	20/11/24	PJ/KL	HRDC	2,600
NEGOTIATION	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness	19/11/24	20/11/24	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Supply Chain Management	19/11/24	20/11/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Financial Modelling with Excel for Forecasting, Budgeting and Financial Statements	19/11/24	20/11/24	PJ/KL	HRDC	2,600

LEGAL	Drafting & Negotiating Commercial Contract; Review & Miminise Risk	19/11/24	20/11/24	PJ/KL	HRDC	3,290
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Sourcing	20/11/24	21/11/24	PJ/KL	HRDC	2,600
OPERATIONS AND RISK MANAGEMENT	8D Problem Solving Process	21/11/24	22/11/24	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Report Writing; How to Write Simply and Clearly	21/11/24	22/11/24	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures	21/11/24	22/11/24	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Procurement Management (Source to Supply)	21/11/24	22/11/24	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Technical Report Writing	26/11/24	27/11/24	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	Strategic Management	26/11/24	27/11/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Power Query & Power Pivot	28/11/24	29/11/24	PJ/KL	HRDC	2,600
COMMUNICATION	NLP Coaching Skills for Managers	28/11/24	29/11/24	PJ/KL	HRDC	2,600
REPORT & PROPOSAL WRITING	Proposal Writing Skills - Business and Technical	3/12/24	4/12/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft Excel- Intermediate	3/12/24	4/12/24	PJ/KL	HRDC	1,990
LEADERSHIP & SUPERVISORY	Supervisory Development Skills	3/12/24	4/12/24	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Strategic Procurement & Vendor Negotiation Skills	3/12/24	4/12/24	PJ/KL	HRDC	2,600
COMMUNICATION	Emotional Intelligence for Managers (NLP)	2/12/24	3/12/24	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Interview Skills- Competency And Behaviorial Based	4/12/24	5/12/24	PJ/KL	HRDC	2,600
LEADERSHIP and SUPERVISORY	Think out of the Box & Problem Solving	4/12/24	5/12/24	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Accounting for Non- Accountants	4/12/24	5/12/24	PJ/KL	HRDC	2,600
LOGISTICS, SUPPLY CHAIN, WAREHOUSE	Managing e-Commerce Logistics & Fulfilment	5/12/24	6/12/24	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Managing Meetings and Minutes Writing Made Easy	5/12/24	6/12/24	PJ/KL	HRDC	2,600
ENVIRONMENT, SAFETY AND HEALTH (ESH)/ ISO / QUALITY	Effective Incident Investigation & Reporting	5/12/24	6/12/24	PJ/KL	HRDC	2,600

FINANCE AND ACCOUNTING	Handling Full Set of Accounts	5/12/24	6/12/24	PJ/KL	HRDC	2,600
LEGAL	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance	5/12/24	6/12/24	PJ/KL	HRDC	3,290
LEADERSHIP & SUPERVISORY	Coaching and Mentoring Skills	5/12/24	6/12/24	PJ/KL	HRDC	2,600
COMMUNICATION	English Communication At Work	12/12/24	13/12/24	PJ/KL	HRDC	2,600
FINANCE AND ACCOUNTING	Budgeting and Cash Flow: Forecasting and Reporting	12/12/24	13/12/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Microsoft Excel- Advanced	12/12/24	13/12/24	PJ/KL	HRDC	1,990
BUSINESS AND EMAIL WRITING SKILLS	Email and Report Writing Skills	12/12/24	13/12/24	PJ/KL	HRDC	2,600
OFFICE MANAGEMENT	Administrative Professional Conference 2023	12/12/24	13/12/24	PJ/KL	HRDC	2,600
HUMAN RESOURCES	Certificate in Training Needs Analysis	19/12/24	20/12/24	PJ/KL	HRDC	2,600
CUSTOMER SERVICE AND TELEPHONE TECHNIQUES	Dealing with Difficult Customers	17/12/24	18/12/24	PJ/KL	HRDC	2,600
SOCIAL MEDIA & SEO	Turning Data to Stories for Decision Making	17/12/24	18/12/24	PJ/KL	HRDC	2,600
PRESENTATION SKILLS	Professional Business Presentation Skills	17/12/24	18/12/24	PJ/KL	HRDC	2,600
NEGOTIATION	Strategic Contracts Negotiation And Deal Making	18/12/24	19/12/24	PJ/KL	HRDC	2,600
COMMUNICATION	Persuasive & Influencing Skills Using NLP	19/12/24	20/12/24	PJ/KL	HRDC	2,600
LEADERSHIP & SUPERVISORY	Leadership Skills for Managers - 7 Key Tools	19/12/24	20/12/24	PJ/KL	HRDC	2,600
INFORMATION TECHNOLOGY	Leadership Skills for Managers - 7 Key Tools	30/12/24	31/12/24	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.*