

NO	SERIES NAME	TRAINING PROGRAM	COURSE CODE	DURATION (DAYS)	TRAINER	HRDC CLAIMABLE	MAR	APR	MAY	JUNE	PRICE (F2F)	PRICE (ONLINE)
1	ACCOUNTING, FINANCE, TAX & LAW	Amended Employment Act 2022 with Lates EPF, SOCSO and EIS Act	P-AFTL-01	2	Santhana	Yes	11-12	1-2 *Online	15-16	10-11 *Online	1620	1512
2		Basic Bookkeeping for SMEs	P-AFTL-02	2	Noraini	Yes	11-12	3-4 *Online	13-14	12-13 *Online	1620	1512
3		Finance for Non-Finance Manager <b>*NEW</b>	P-AFTL-03	2	Santhana	Yes	13-14	17-18	8-9 *Online	26-27	1620	1512
4		Fundamentals of Enterprise Risk Management	P-AFTL-04	2	Santhana	Yes	25-26 *Online	8-9	6-7 *Online	4-5	1620	1512
5		Workshop Basic Accounting <b>*NEW</b>	P-AFTL-05	2	Noraini	Yes	13-14	1-2	2-3	25-26	1620	
6		Cashflow Management & Budget Preparation	P-AFTL-06	2	Noraini	Yes	7-8	15-16 *Online	6-7	10-11 *Online	1620	1512
7		Practical Guide on E-Invoice Implementation <b>*NEW</b>	P-AFTL-07	1	Santhana	Yes	15 *March	4 *Online	14 *Online	12 *Online	810	756
8	CUSTOMER SERVICE	Customer Service Excellent	P-CS-01	2	Kit Kasa	Yes	25-26 *Online	3-4	8-9 *Online	24-25	1620	1512
9		Effective Customer Complaint Management	P-CS-02	2	Kit Kasa	Yes	13-14 *Online	18-19	2-3 *Online	26-27	1620	1512
10	DIGITAL & SOCIAL MEDIA MARKETING	Social Media Marketing	P-MK-01	2	Don Choo	Yes	13-14	22-23 *Online	13-14	10-11 *Online	1620	1512
11		Digital Marketing Strategy	P-MK-02	2	Don Choo	Yes	6-7 *Online	24-25	15-16 *Online	12-13	1620	1512
16	GREEN TECHNOLOGY & CLIMATE CHANGE	ESG Awareness Training <b>*NEW</b>	P-GT-01	2	Kavita	Yes	6-7 *Online	3-4	8-9 *Online	12-13	1620	1512
17	INFORMATION & TELECOMMUNICATION TECH	Microsoft Power BI Data Analysis Practitioner <b>*NEW</b>	P-ICT-01	2	Surya	Yes	7-8	17-18 *Online	27-28	5-6 *Online	1620	1512
18		Introduction to Power BI <b>*NEW</b>	P-ICT-02	2	Surya	Yes	19-20	22-23 *Online	29-30	12-13 *Online	1620	1512
19		Microsoft Excel Version 365 Intermediate-Advanced	P-ICT-03	2	Shahariah	Yes	6-7 *Online	3-4	8-9 *Online	24-25	1620	1512
20		Basic Computer Security Awareness <b>*NEW</b>	P-ICT-04	2	Dr Shaiful	Yes	2-3	22-23 *Online	8-9	12-13 *Online	1620	1512
21		Artificial Intelligent (AI) – Disruptive or Productive? <b>*NEW</b>	P-ICT-05	2	Ted	Yes	20-21 *Online	24-25	13-14 *Online	24-25	1620	1512
22		Cyber Security Awareness	P-ICT-06	1	Dr Navin	Yes	5 *Online	3 *Online	20 *Online	11 *Online	810	756
23	LEADERSHIP & MANAGEMENT	Leading with Emotional Intelligent <b>*NEW</b>	P-LM-02	2	Jane	Yes	20-21	3-4 *Online	20-21	27-28 *Online	1620	1512
24		Leadership Development Plan <b>*NEW</b>	P-LM-03	2	Alauddin	Yes	26-27	29-30	22-23	10-11	1620	1512
25	MANUFACTURING <b>*NEW</b>	Manufacturing Maintenance Team <b>*NEW</b>	P-M-01	2	Rosli	Yes	6-7	22-23	13-14	10-11	1620	1512

26		Factory Legal Requirement <b>*NEW</b>	P-M-02	2	Rosli	Yes	18-19	24-25	15-16	12-13	1620	1512
27	<b>SUPPLY CHAIN &amp; MANAGEMENT</b>	Supply Chain Management Best Practices	P-SCM-01	2	Chua	Yes	20-21	1-2 *Online	22-23	13-14 *Online	1620	1512
28		Import, Export Documentation, Procedures & INCOTERMS 2020	P-SCM-02	2	Chua	Yes	4-5 *Online	22-23	20-21 *Online	27-28	1620	1512
29	<b>SOFTSKILLS</b>	English Proficiency at Workplace <b>*NEW</b>	P-SS-01	2	Kit Kasa	Yes	20-21	29-30 *Online		12-13	1620	1512
30		Effective Presentation Skills	P-SS-03	2	Jane	Yes	4-5 *Online	22-23	8-9 *Online	27-28	1620	1512
31		Professional Business Writing <b>*NEW</b>	P-SS-04	2	Jane	Yes	28-29	24-25 *Online	15-16	19-20 *Online	1620	1512

**NOTES**

1. The training fee specified is for a duration of 2 days and include 8% Sales and Service Tax (SST).
2. Kindly register and secretariat will provide necessary documents for the Grant Application (HRDC Claimable Courses).
3. For individual/company opting not to claim the fees, kindly make the payment upon receiving the invoice from the Secretariat.

**CONTACT US**

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