

NO	SERIES NAME	TRAINING PROGRAM	COURSE CODE	DURATION (DAYS)	TRAINER	HRDC CLAIMABLE	JUL	AUG	SEP	OCT	NOV	DEC	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	1-2 *Online	12-13	4-5 *Online	3-4	4-5 *Online	2-3	1620	1393.20
2		Basic Bookkeeping for SMEs	P-AFTL-02	2	Noraini	Yes	10-11	12-13 *Online	9-10	21-22 *Online	6-7	9-10 *Online	1620	1393.20
3		Finance for Non-Finance Manager *NEW	P-AFTL-03	2	Santhana	Yes	15-16 *Online	14-15	2-3 *Online	1-2	11-12 *Online	16-17	1620	1393.20
4		Fundamentals of Enterprise Risk Management	P-AFTL-04	2	Santhana	Yes	24-25	26-27 *Online	11-12	7-8 *Online	13-14	30-31 *Online	1620	1393.20
5		Workshop Basic Accounting *NEW	P-AFTL-05	2	Noraini	Yes	29-30	14-15	17-18	9-10	18-19	4-5	1620	
6		Cashflow Management & Budget Preparation	P-AFTL-06	2	Noraini	Yes	3-4 *Online	7-8	23-24 *Online	17-18	20-21 *Online	12-13	1620	1393.20
7		Practical Guide on E-Invoice Implementation *NEW	P-AFTL-07	1	Santhana	Yes	16 *Online	16 *Online	30 *Online	24 *Online	26 *Online	23 *Online	810	696.60
8	CUSTOMER SERVICE	Customer Service Excellent	P-CS-01	2	Kit Kasa	Yes	17-18 *Online	26-27	26-27 *Online	14-15	6-7 *Online	3-4	1620	1393.20
9		Effective Customer Complaint Management	P-CS-02	2	Kit Kasa	Yes	22-23	13-14 *Online	2-3	21-22 *Online	18-19	17-18 *Online	1620	1393.20
10	DIGITAL & SOCIAL MEDIA MARKETING	Social Media Marketing	P-MK-01	2	Don Choo	Yes	9-10 *Online	1-2	11-12 *Online	16-17	4-5 *Online	30-31	1620	1393.20
11		Digital Marketing Strategy	P-MK-02	2	Don Choo	Yes	22-23	6-7 *Online	18-19	2-3 *Online	11-12	23-24 *Online	1620	1393.20
16	GREEN TECHNOLOGY & CLIMATE CHANGE	ESG Awareness Training *NEW	P-GT-01	1	Aqim	Yes	2 *Online	15	10 *Online	29	26 *Online	17	810	696.60
17	INFORMATION & TELECOMMUNICATION TECH	Microsoft Power BI Data Analysis Practitioner *NEW	P-ICT-01	2	Surya	Yes	3-4 *Online	7-8	23-24 *Online	7-8	6-7 *Online	9-10	1620	1393.20
18		Introduction to Power BI *NEW	P-ICT-02	2	Surya	Yes	8-9	26-27 *Online	25-26	9-10 *Online	14-15	12-13 *Online	1620	1393.20
19		Microsoft Excel Version 365 Intermediate-Advanced	P-ICT-03	2	Shahariah	Yes	10-11 *Online	28-29	3-4 *Online	14-15	21-22 *Online	16-17	1620	1393.20
20		Basic Computer Security Awareness *NEW	P-ICT-04	2	Dr Shaiful	Yes	15-16	5-6 *Online	10-11	23-24 *Online	28-29	18-19 *Online	1620	1393.20
21		Artificial Intelligent (AI) – Disruptive or Productive? *NEW	P-ICT-05	2	Ted	Yes	17-18 *Online	19-20	11-12 *Online	16-17	12-13 *Online	23-24	1620	1393.20
22		Cyber Security Awareness	P-ICT-06	1	Dr Navin	Yes	22	15 *Online	6	28 *Online	5	31 *Online	810	696.60
23	LEADERSHIP & MANAGEMENT	Leading with Emotional Intelligent *NEW	P-LM-02	2	Jane	Yes	24-25 *Online	6-7	23-24 *Online	14-15	25-26 *Online	2-3	1620	1393.20
24		Leadership Development Plan *NEW	P-LM-03	2	Alauddin	Yes	29-30	20-21 *Online	17-18	23-24 *Online	27-28	4-5 *Online	1620	1393.20

25	MANUFACTURING *NEW	Manufacturing Maintenance Team *NEW	P-M-01	2	Rosli	Yes	3-4 <i>*Online</i>	6-7	12-13 <i>*Online</i>	29-30	12-13 <i>*Online</i>	17-18	1620	1393.20
26		Factory Legal Requirement *NEW	P-M-02	2	Rosli	Yes	10-11	19-20 <i>*Online</i>	17-18	1-2 <i>*Online</i>	19-20	5-6 <i>*Online</i>	1620	1393.20
27	SUPPLY CHAIN & MANAGEMENT	Supply Chain Management Best Practices	P-SCM-01	2	Chua	Yes	15-16 <i>*Online</i>	20-21	23-24 <i>*Online</i>	7-8	4-5 <i>*Online</i>	18-19	1620	1393.20
28		Import, Export Documentation, Procedures & INCOTERMS 2020	P-SCM-02	2	Chua	Yes	17-18	28-29 <i>*Online</i>	25-26	3-4 <i>*Online</i>	27-28	2-3 <i>*Online</i>	1620	1393.20
29	SOFTSKILLS	English Proficiency at Workplace *NEW	P-SS-01	2	Kit Kasa	Yes	8-9 <i>*Online</i>	21-22	4-5 <i>*Online</i>	9-10	20-21 <i>*Online</i>	9-10	1620	1393.20
30		Effective Presentation Skills	P-SS-03	2	Jane	Yes	22-23	13-14 <i>*Online</i>	25-26	22-23 <i>*Online</i>	13-14	23-24 <i>*Online</i>	1620	1393.20
31		Professional Business Writing *NEW	P-SS-04	2	Jane	Yes	30-31 <i>*Online</i>	28-29	9-10 <i>*Online</i>	29-30	18-19 <i>*Online</i>	30-31	1620	1393.20

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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