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Public Program	Duration	Price	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC
<b>BUSINESS COMMUNICATION &amp; MANAGEMENT SKILLS</b>														
BUSINESS COMMUNICATION	2 Day	RM 1,399	5 - 6				10 - 11				6 - 7			
COMMUNICATION AND RAPPORT BUILDING	1 Day	RM 1,099		3				15				4		
COMPLETE COMMUNICATION FOR BUSY EMPLOYEES	2 Day	RM 1,299			1 - 2				12 - 13				8 - 9	
CRISIS MANAGEMENT, COMMUNICATION & INTERVIEW SKILLS	2 Day	RM 1,599				26 - 27				9 - 10				6 - 7
EFFECTIVE BUSINESS COMMUNICATION & NEGOTIATION SKILLS IN ENGLISH: SPEAKING & NEGOTIATING RIGHT	2 Day	RM 1,599	12 - 13				24 - 25				20 - 21			
EFFECTIVE COMMUNICATION & INTERPERSONAL SKILLS	2 Day	RM 1,399		16 - 17				21 - 22				18 - 19		
EFFECTIVE COMMUNICATION WITH NLP	2 Day	RM 1,599			22 - 23				19 - 20				29 - 30	
KARISMA : EFFECTIVE COMMUNICATION & INFLUENCING	2 Day	RM 1,399				26 - 27				23 - 24				20 - 21
MASTERING ART OF INTER-PERSONAL & COMMUNICATION SKILLS IN HANDLING DIFFICULT CUSTOMERS	2 Day	RM 1,399	26 - 27				10 - 11				13 - 14			
RETAIL FRONT LINES SALES ENGLISH COMMUNICATION SKILLS COACHING TRAINING	4 Day	RM 2,899		23 - 26				21 - 24				28 - 21		
<b>HUMAN RESOURCES (HR)</b>														
CRITICAL HUMAN RESOURCE SKILLS FOR NON-HR MANAGERS & NEW HR PRACTITIONERS	2 Day	RM 1,399				5 - 6				11 - 12				8 - 9
ENHANCING HUMAN RESOURCE MANAGEMENT SKILLS	3 Day	RM 2,100			2 - 4				6 - 8				16 - 18	
GOODS & SERVICES TAX (GST ) FOR HUMAN RESOURCE PERSONNEL	1 Day	RM 899		5				9				20		
HUMAN RESOURCE MANAGEMENT FOR NON HR PERSONNEL	2 Day	RM 1,099	7 - 8					12 - 13			22 - 23			
HUMAN RESOURCES DEVELOPMENT FROM THE PERSPECTIVE OF EMPLOYMENT ACT 1955	2 Day	RM 1,399	20 - 21					11 - 12			14 - 15			
MANAGING SMART HUMAN RESOURCE DEVELOPMENT & TRAINING FUNCTION EFFECTIVELY	2 Day	RM 1,599		17 - 18				15 - 16				19 - 20		
UNDERSTANDING THE LABOUR LAW (THE EMPLOYMENT ACT 1955)	2 Day	RM 1,099			16 - 17				20 - 21				23 - 24	
TRAINING NEEDS ANALYSIS (TNA)	2 Day	RM 1,299				21 - 22				25 - 26				22 - 23
<b>FINANCE &amp; ACCOUNT MANAGEMENT</b>														
FINANCE FOR NON FINANCIAL MANAGERS & EXECUTIVES	2 Day	RM 1,399			22 - 23				19 - 20				29 - 30	
FINANCE FOR SALES & MARKETING MANAGERS & EXECUTIVES	3 Day	RM 2,100			2 - 4				6 - 8				16 - 18	
FUNDAMENTAL OF READING FINANCIAL STATEMENT AND COST MANAGEMENT FOR NON-FINANCE PROFESSIONAL	1 Day	RM 899		5				9				20		
ADVANCED ACCOUNTING & FINANCIAL ANALYSIS SKILLS	2 Day	RM 1,099			22 - 23				19 - 20				29 - 30	
BOOST YOUR CONFIDENT ON GST FOR ACCOUNTANT	2 Day	RM 1,399				26 - 27				23 - 24				20 - 21
GST FOR ACCOUNTING AND IMPLEMENTATION - A COMPREHENSIVE GUIDE FROM A PREPARER'S PERSPECTIVE	2 Day	RM 1,599	26 - 27				10 - 11				13 - 14			
HOW TO PREPARE & MAINTAIN FULL SET OF ACCOUNT	2 Day	RM 1,099												
IMPROVING ACCOUNTING SKILLS	2 Day	RM 1,299	5 - 6				10 - 11				6 - 7			
<b>SALES &amp; MARKETING</b>														
HIGH IMPACT SALES PRESENTATION_ PRESENTING & SELLING YOUR PR	2 Day	RM 1,399				5 - 6				9 - 10				14 - 15
NLP TO ACHIEVE SUPER SALES SUCCESS	2 Day	RM 1,499		16 - 17				21 - 22				18 - 19		
OUTBOUND SELLING (SELLING ON THE PHONE) FOR TELE SALES	2 Day	RM 1,299	5 - 6				10 - 11				6 - 7			
PROFESSIONAL SALES AND SALES MANAGEMENT	2 Day	RM 1,599	7 - 8											6 - 7
RETAIL FRONT LINES SALES ENGLISH COMMUNICATION SKILLS COACHING TRAINING	2 Day	RM 1,399			22 - 23				19 - 20				29 - 30	
SALES WARRIOR : BRINGING OUT THE BEST IN TODAYS SALES PRO'S	2 Day	RM 1,399		23 - 26				28 - 29				25 - 26	29 - 30	
DOMESTIC AND INTERNATIONAL MARKETING	2 Day	RM 2,199	26 - 27				10 - 11				13 - 14			
EFFECTIVE MARKETING STRATEGIES AND PERSONAL SELLING SKILLS	3 Day	RM 1,499			2 - 4				6 - 8				16 - 18	
PRINCIPLES OF MARKETING STRATEGIES	2 Day	RM 1,399				26 - 27				23 - 24				20 - 21

FORENSIC SALES™ WITH SALES DNA™, SALES SSM™ & SALES CSI™ 1 DAY LEARNING BYTES & COACHING SESSION FOR HEAD OF BRANCH (HOD)	1 Day	RM 1,499		5				9				20		
<b>CUSTOMER SERVICE</b>														
BUILDING A CUSTOMER SERVICE CULTURE	2 Day	RM 1,399	26 - 27				10 - 11					13 - 14		
CUSTOMER SERVICE EXCELLENCE	2 Day	RM 1,499		3										
CUSTOMER SERVICE EXCELLENCE FOR SEA FREIGHT, LOGISTICS	2 Day	RM 1,299			22 - 23				19 - 20					29 - 30
CUSTOMER SERVICE FOR FREIGHT FORWARDERS	2 Day	RM 1,599	5 - 6				10 - 11					6 - 7		
CUSTOMER SERVICE HEART OF A BUSINESS : DOLLARS AND CENTS	2 Day	RM 1,399				26 - 27				23 - 24				20 - 21
CUSTOMER SERVICE MINDSET & ATTITUDE	2 Day			16 - 17										
CUSTOMER SERVICE WITH POSITIVE MINDSET	2 Day	RM 2,199			2 - 3				26 - 27					16 - 17
DELIVERING SERVICE EXCELLENCE	3 Day	RM 1,499	25 - 27				9 - 11					12 - 14		
FRONTLINE SERVICE WORKSHOP : WORLD CLASS CUSTOMER SERVICE	2 Day	RM 1,399				26 - 27				9 - 10				6 - 7
SERVICEPEAK! UNDERSTANDING CUSTOMER PERSONALITY FOR BETTER CUSTOMER EXPERIENCE	2 Day	RM 1,499		23 - 26					19 - 20					29 - 30
<b>SUPERVISORY, MANAGER &amp; LEADERSHIP</b>														
SUPERVISORY SKILLS TOWARDS PRODUCTIVITY AND QUALITY	2 Day	RM 1,499	5 - 6				10 - 11					6 - 7		
THE SEVEN SUPERVISORY SKILLS FOR HIGHLY EFFECTIVE SUPERVISOR	2 Day	RM 1,599			22 - 23				19 - 20					29 - 30
ASSERTIVE SUPERVISORY & LEADERSHIP COMPETENCY	2 Day	RM 1,299			1 - 2									
EFFECTIVE MANAGERIAL SKILLS	1 Day	RM 1,299		5				9				20		
MINDSET TRANSFORMATION FOR MANAGERS & LEADERS USING NLP	2 Day	RM 1,399	26 - 27				10 - 11					13 - 14		
NEW MILLENNIUM MANAGER:SITUATIONAL MANAGEMENT FOR SMART PERFORMANCE	2 Day	RM 1,399			2 - 3				26 - 27					16 - 17
SHIFTERS : BRIDGING THE NEXT GENERATION OF LEADERS AND MANAGERS	2 Day	RM 1,699			22 - 23									
THE EXECUTIVE TO MANAGER TRANSITION	2 Day	RM 1,399				26 - 27				23 - 24				20 - 21
THE POWER OF EFFECTIVE COMMUNICATION & INTERPERSONAL SKILLS FOR MANAGERS	2 Day	RM 1,499		16 - 17				21 - 22					18 - 19	
THE SEVEN LEADERSHIP SKILLS FOR HIGHLY EFFECTIVE MANAGERS	2 Day	RM 1,599												
<b>PERSONAL DEVELOPMENT</b>														
THE RIGHT MINDSET TOWARDS THE RIGHT ATTITUDE	2 Day	RM 1,499	26 - 27				10 - 11					13 - 14		
7 MANAGEMENT AND PLANNING TOOLS	2 Day	RM 1,599			15 - 16				13 - 14					1 - 2
ACHIEVING MORE AT WORK!	2 Day	RM 1,299			22 - 23				19 - 20					29 - 30
ACHIEVING PERSONAL BREAKTHROUGH	2 Day	RM 1,299				26 - 27								6 - 7
ATTITUDE AND MINDSET	2 Day	RM 1,399	5 - 6				10 - 11					6 - 7		
BRIDGING THE GENERATION GAP	2 Day	RM 1,399	26 - 27				10 - 11					13 - 14		
CHANGE MANAGEMENT	2 Day	RM 1,699			2 - 3				26 - 27					16 - 17
COMMON SENSE MANAGEMENT	2 Day	RM 1,399				26 - 27								20 - 21
COMMUNICATION PERSONALITY	2 Day	RM 1,499		23 - 24				28 - 29					4 - 5	
CREATIVE AND CRITICAL THINKING TRAINING	2 Day	RM 1,599		16 - 17				21 - 22					18 - 19	
<b>SAFETY MANAGEMENT</b>														
GENERAL SAFETY AWARENESS	1 Day	RM 899		5				9				20		
ISO 22000 FOOD SAFETY MANAGEMENT INTERNAL AUDIT	2 Day	RM 1,299				12 - 13				9 - 10				13 - 14
ISO 22000 FOOD SAFETY MANAGEMENT:LEAD AUDITOR	2 Day	RM 899			22 - 23				19 - 20					29 - 30
LEVEL 2 AWARD IN HEALTH AND SAFETY IN THE WORKPLACE	2 Day	RM 1,299	5 - 6				10 - 11					6 - 7		
OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	1 Day	RM 899		3				15				4		
OCCUPATIONAL HEALTH & SAFETY AWARENESS TRAINING	1 Day	RM 1,399				26 - 27				23 - 24				20 - 21
AWARENESS OF BEHAVIOUR BASED SAFETY TRAINING	1 Day	RM 1,399	27				11					14		
FORKLIFT SAFETY TRAINING PROGRAM	2 Day	RM 1,599			22 - 23				19 - 20					29 - 30
POSITIVE SAFETY MINDSET PROGRAM	2 Day	RM 1,299					10 - 11							
SAFETY & HEALTH MANAGEMENT AT THE WORKPLACE	2 Day	RM 1,199		16 - 17				21 - 22					18 - 19	
SAFETY TRAINING FOR SAFETY COMMITTEE MEMBERS	2 Day	RM 1,199	19 - 20			20 - 21			6 - 7			20 - 21		
<b>QUALITY MANAGEMENT</b>														
ISO 14001:2015 AWARENESS	1 Day	RM 899		3				15				4		
ISO 14001:2015INTERNAL AUDIT	2 Day	RM 1,299			29 - 30				12 - 13				9 - 10	
ISO 9001:2015 AWARENESS	1 Day	RM 899		5				9				20		
ISO 9001:2015 INTERNAL AUDIT	2 Day	RM 1,299	26 - 27				10 - 11					13 - 14		

ISO TS 16949:2015 AWARENESS	1 Day	RM 899				7				11			22
PROCESS-BASED INTERNAL AUDIT	2 Day	RM 1,399			22 - 23				19 - 20				29 - 30
ACCIDENT INVESTIGATION	2 Day	RM 1,399	5 - 6				10 - 11				6 - 7		
ADVANCED QA/QC INSPECTOR TRAINING	2 Day	RM 1,599		16 - 17				21 - 22				18 - 19	
AWARENESS AND UPGRADING TO ISO 9001:2015 TRAINING	2 Day	RM 1,299			22 - 23				19 - 20				29 - 30
7 QC TOOLS	2 Day	RM 1,199						21 - 24					
5S AT WORKPLACE	2 Day	RM 1,199				26 - 27				23 - 24			20 - 21
<b>IT TRAINING</b>													
MICROSOFT EXCEL FOUNDATION 2010	1 Day	RM 300	6				11				7		
MICROSOFT EXCEL INTERMEDIATE 2010	2 Day	RM 600		16 - 17				21 - 22				18 - 19	
MICROSOFT EXCEL ADVANCE 2010	2 Day	RM 600			22 - 23				19 - 20				29 - 30
MICROSOFT EXCEL FOUNDATION 2010	1 Day	RM 300		3				15				4	
MICROSOFT EXCEL INTERMEDIATE 2010	2 Day	RM 600	26 - 27				10 - 11				13 - 14		
MICROSOFT EXCEL ADVANCE 2010	2 Day	RM 600				26 - 27				23 - 24			20 - 21
SKILLS TO MANAGE HR REPORT WITH EXCEL	1 Day	RM 300							19 - 20				

\* Schedule is subject to change without prior written notice

\* Please call for confirmation.

\* Min 5 pax required to run the program