

PUBLIC TRAINING SCHEDULE 2017/2018 PENANG BRANCH

No	Training Subject	Days	Dates	Location	
1	Project Management	2 Days	2 & 3 Oct 2017	Penang	HRDF Claimable
2	Industrial Relation	2 Days	5 & 6 Oct 2017	Penang	HRDF Claimable
3	Operations Management	2 Days	9 & 10 Oct 2017	Penang	HRDF Claimable
4	Quality Management	2 Days	16 & 17 Oct 2017	Penang	HRDF Claimable
5	Quatitative Decision Making	2 Days	23 & 24 Oct 2017	Penang	HRDF Claimable
6	Accounting & Finance	2 Days	26 & 27 Oct 2017	Penang	HRDF Claimable
7	Occupational Safety & Health Awareness	2 Days	30 & 31 Oct 2017	Penang	HRDF Claimable
8	Safety Management	2 Days	2 & 3 Nov 2017	Penang	HRDF Claimable
9	Human Resource Training	2 Days	6 & 7 Nov 2017	Penang	HRDF Claimable
10	8D Problem Solving	2 Days	9 & 10 Nov 2017	Penang	HRDF Claimable
11	Sales and Marketing	2 Days	13 & 14 Nov 2017	Penang	HRDF Claimable
12	Workplace productivity	2 Days	16 & 17 Nov 2017	Penang	HRDF Claimable
13	Human Resource & Administration Training	2 Days	20 & 21 Nov 2017	Penang	HRDF Claimable
14	Email & Report Writing Skills	2 Days	23 & 24 Nov 2017	Penang	HRDF Claimable
15	Coaching & Mentoring Skills	2 Days	27 & 28 Nov 2017	Penang	HRDF Claimable
16	Creative & Critical Thinking	2 Days	4 & 5 Dec 2017	Penang	HRDF Claimable
17	Decision Making & Problem Solving Strategies	2 Days	7 & 8 Dec 2017	Penang	HRDF Claimable
18	Copywriting Skills Intensive	2 Days	11 & 12 Dec 2017	Penang	HRDF Claimable
19	Crisis Management on Social Media	2 Days	14 & 15 Dec 2017	Penang	HRDF Claimable
20	Managerial Finance	2 Days	8 & 9 Jan 2018	Penang	HRDF Claimable
21	Operations Management	2 Days	11 & 12 Jan 2018	Penang	HRDF Claimable
22	Leadership & Supervision	2 Days	15 & 16 Jan 2018	Penang	HRDF Claimable
23	Communication & Interpersonal	2 Days	18 & 19 Jan 2018	Penang	HRDF Claimable
24	International Economics and Finance	2 Days	22 & 23 Jan 2018	Penang	HRDF Claimable
25	Writing Skills	2 Days	25 & 26 Jan 2018	Penang	HRDF Claimable
26	Clerical & Administrative Skills	2 Days	5 & 6 Feb 2018	Penang	HRDF Claimable
27	Corporate Communication	2 Days	8 & 9 Feb 2018	Penang	HRDF Claimable
28	Customer Service	2 Days	12 & 13 Feb 2018	Penang	HRDF Claimable
29	Presentation & Public Speaking Skills	2 Days	22 & 23 Feb 2018	Penang	HRDF Claimable
30	Corporate Governance	2 Days	5 & 6 March 2018	Penang	HRDF Claimable
31	Time & Stress Management	2 Days	8 & 9 March 2018	Penang	HRDF Claimable
32	Personal Development & Motivation	2 Days	12 & 13 March 2018	Penang	HRDF Claimable
33	Internet Businesses and ecommerce	2 Days	15 & 16 March 2018	Penang	HRDF Claimable
34	Linguistic Skills	2 Days	19 & 20 March 2018	Penang	HRDF Claimable
35	ISO 9001:2015 Training	2 Days	26 & 27 March 2018	Penang	HRDF Claimable
36	Organizational Management	2 Days	29 & 30 March 2018	Penang	HRDF Claimable