

(7 Core Training Areas of High Relevance for 2018)
PUBLIC TRAINING SCHEDULE 2018 ALL BRANCHES (Singapore/Johor/Malacca/Penang/Kuala Lumpur)

No	Training Subject	Days	Dates	Location	
1	Building Executive Management Skill	2 days	04 & 05 Jun 2018	All Branches	HRDF Claimable
2	Competency Based – Behavioral Interviewing Skills	2 days	07 & 08 Jun 2018	All Branches	HRDF Claimable
3	Competency Based Training Needs Analysis	2 days	11 & 12 Jun 2018	All Branches	HRDF Claimable
4	Developing Effective Key Performance Indicators	2 days	20 & 21 Jun 2018	All Branches	HRDF Claimable
5	Domestic Inquiry Process And Industrial Relations For Managers	2 days	25 & 26 Jun 2018	All Branches	HRDF Claimable
6	Driving Key Performance Indicators (KPIs) To Enhance Departmental Performances	2 days	28 & 29 Jun 2018	All Branches	HRDF Claimable
7	Effective Human Resource Management For Higher Productivity	2 days	02 & 03 Jul 2018	All Branches	HRDF Claimable
8	Employers Know Your Rights & Protections Within The Law	2 days	05 & 06 Jul 2018	All Branches	HRDF Claimable
9	Fundamental Of Train The Trainer	2 days	09 & 10 Jul 2018	All Branches	HRDF Claimable
10	Guide To The SOCSO Act, Employment Act, EPF And How To Conduct Domestic Inquiry	2 days	12 & 13 Jul 2018	All Branches	HRDF Claimable
11	How To Conduct An Effective Misconduct And Domestic Inquiry	2 days	16 & 17 Jul 2018	All Branches	HRDF Claimable
12	Human Capital Development: Coaching And Counseling At Workplace	2 days	19 & 20 Jul 2018	All Branches	HRDF Claimable
13	Human Capital Development: Communication Skills	2 days	23 & 24 Jul 2018	All Branches	HRDF Claimable
14	Human Capital Development: Conflict Management	2 days	26 & 27 Jul 2018	All Branches	HRDF Claimable
15	Human Capital Development: Delegation And Motivation	2 days	30 & 31 Jul 2018	All Branches	HRDF Claimable
16	Human Capital Development: Effective Negotiation Skills	2 days	02 & 03 Aug 2018	All Branches	HRDF Claimable
17	Human Capital Development: Management Effectiveness	2 days	06 & 07 Aug 2018	All Branches	HRDF Claimable
18	Human Capital Development: Managerial Principles & Concepts	2 days	09 & 10 Aug 2018	All Branches	HRDF Claimable
19	Human Capital Development: Managing People And Team	2 days	13 & 14 Aug 2018	All Branches	HRDF Claimable
20	Human Capital Development: Presentation Skills	2 days	16 & 17 Aug 2018	All Branches	HRDF Claimable
21	Human Capital Development: Problem Solving And Decision Making Skills	2 days	20 & 21 Aug 2018	All Branches	HRDF Claimable
22	Human Capital Development: Stress Management	2 days	23 & 24 Aug 2018	All Branches	HRDF Claimable
23	Human Capital Development: Time Management	2 days	27 & 28 Aug 2018	All Branches	HRDF Claimable
24	Human Resources For Non-Human Resource Managers / Executives	2 days	03 & 04 Sep 2018	All Branches	HRDF Claimable
25	Managing Difficult Employees & Absenteeism	2 days	06 & 07 Sep 2018	All Branches	HRDF Claimable
26	Managing Talent & Succession Planning: Acquiring, Nurturing & Retaining	2 days	13 & 14 Sep 2018	All Branches	HRDF Claimable
27	Managing Top Performance Through Key Result Area And Key Performance Indicator	2 days	20 & 21 Sep 2018	All Branches	HRDF Claimable
28	Measuring Result Of Investment In Human Resource Development	2 days	24 & 25 Sep 2018	All Branches	HRDF Claimable
29	Measuring Staff Performance Appraisal Effectively	2 days	27 & 28 Sep 2018	All Branches	HRDF Claimable
30	Misconduct, Domestic Inquiries & Disciplinary Proceeding	2 days	01 & 02 Oct 2018	All Branches	HRDF Claimable
31	Performance Management / Appraisal Skills	2 days	04 & 05 Oct 2018	All Branches	HRDF Claimable
32	Performance Management For Managers Via KPI	2 days	01 & 02 Oct 2018	All Branches	HRDF Claimable
33	Recruiting For Results Through Effective Interviewing Skills	2 days	08 & 09 Oct 2018	All Branches	HRDF Claimable
34	Sharpening Your Human Resource Skills	2 days	11 & 12 Oct 2018	All Branches	HRDF Claimable
35	Strategic Leadership & People Management Skills	2 days	15 & 16 Oct 2018	All Branches	HRDF Claimable
36	Strategic Training Needs Analysis	2 days	18 & 19 Oct 2018	All Branches	HRDF Claimable
37	Strategies For Identifying & Analyzing Training Needs	2 days	22 & 23 Oct 2018	All Branches	HRDF Claimable
38	Talent Management And Succession Planning – An Evolutionary Approach To Workforce Transformation	2 days	25 & 26 Oct 2018	All Branches	HRDF Claimable
39	Understanding Employer's EPF, SOCSO and Income Tax Obligations and Employee's Rights	2 days	29 & 30 Oct 2018	All Branches	HRDF Claimable
40	Understanding The Labour Law (The Employment Act 1955)	2 days	01 & 02 Nov 2018	All Branches	HRDF Claimable