

(7 Core Training Areas of High Relevance for 2019)
PUBLIC TRAINING SCHEDULE 2019 ALL BRANCHES (Singapore/Johore/Penang/Malacca/Kuala Lumpur)

No.	Training Subject	Days	Dates	Location	
1	Warehouse Management	2 Days	03 & 04 Jan 2019	All Branches	HRDF Claimable
2	7 Leadership Skills for Highly Effective Supervisors and Managers	2 Days	07 & 08 Jan 2019	All Branches	HRDF Claimable
3	Telemarketing Skills	2 Days	10 & 11 Jan 2019	All Branches	HRDF Claimable
4	ISO 9001:2015 Internal Audit	2 Days	14 & 15 Jan 2019	All Branches	HRDF Claimable
5	Advanced Communication Skills for Effective Professionals	2 Days	17 & 18 Jan 2019	All Branches	HRDF Claimable
6	Supervisory Skills	2 Days	24 & 25 Jan 2019	All Branches	HRDF Claimable
7	Human Resource Administration Skills	2 Days	28 & 29 Jan 2019	All Branches	HRDF Claimable
8	Advanced Office Management and Effective Administration Skills	2 Days	31 Jan & 01 Feb 2019	All Branches	HRDF Claimable
9	Sun Tzu's Art of War - Winning Strategies in Management and Leadership	2 Days	11 & 12 Feb 2019	All Branches	HRDF Claimable
10	Business Writing Skills	2 Days	14 & 15 Feb 2019	All Branches	HRDF Claimable
11	Stock Management, Forecasting and Demand Planning	2 Days	18 & 19 Feb 2019	All Branches	HRDF Claimable
12	CTPAT Awareness	2 Days	21 & 22 Feb 2019	All Branches	HRDF Claimable
13	Quality Management	2 Days	25 & 26 Feb 2019	All Branches	HRDF Claimable
14	CCNA - Cisco Certified Network Associate	2 Days	28 Feb & 01 Mar 2019	All Branches	HRDF Claimable
15	Purchasing Management	2 Days	04 & 05 Mar 2019	All Branches	HRDF Claimable
16	Construction Cost Estimating - Skills and Methods for Success	2 Days	07 & 08 Mar 2019	All Branches	HRDF Claimable
17	Project Management	2 Days	11 & 12 Mar 2019	All Branches	HRDF Claimable
18	ISO 9001:2015 Risk Management	2 Days	14 & 15 Mar 2019	All Branches	HRDF Claimable
19	Continuous Improvement (Kaizen)	2 Days	18 & 19 Mar 2019	All Branches	HRDF Claimable
20	Professional Skills for Finance and Accounting	2 Days	21 & 22 Mar 2019	All Branches	HRDF Claimable
21	Creative Problem Solving and Decision Making	2 Days	25 & 26 Mar 2019	All Branches	HRDF Claimable
22	Professional Management Skills	2 Days	28 & 29 Mar 2019	All Branches	HRDF Claimable
23	Customer Service Skills	2 Days	01 & 02 Apr 2019	All Branches	HRDF Claimable
24	Personal Development	2 Days	04 & 05 Apr 2019	All Branches	HRDF Claimable

No.	Training Subject	Days	Dates	Location	
25	Developing Highly Effective Communication Skills	2 Days	08 & 09 Apr 2019	All Branches	HRDF Claimable
26	Negotiation Strategies for Better Purchasing Values	2 Days	11 & 12 Apr 2019	All Branches	HRDF Claimable
27	ISO 9001:2015 Understanding and Implementating	2 Days	22 & 23 Apr 2019	All Branches	HRDF Claimable
28	Developing Leadership Skills for Highky Effective Supervisors and Managers	2 Days	25 & 26 Apr 2019	All Branches	HRDF Claimable
29	Microsoft Excel (Intermediate)	2 Days	29 & 30 Apr 2019	All Branches	HRDF Claimable
30	Dgitization and File Management	2 Days	02 & 03 May 2019	All Branches	HRDF Claimable
31	Mandarin Language Training	2 Days	09 & 10 May 2019	All Branches	HRDF Claimable
32	Effective Negotiation Skills	2 Days	13 & 14 May 2019	All Branches	HRDF Claimable
33	Malaysian Import & Export Proceedures and Documentation	2 Days	16 & 17 May 2019	All Branches	HRDF Claimable
34	Effective Secretarial and Office Management Skills	2 Days	23 & 24 May 2019	All Branches	HRDF Claimable
35	Logistics Management	2 Days	27 & 28 May 2019	All Branches	HRDF Claimable
36	Effective Teamwork and Team Building	2 Days	30 & 31 May 2019	All Branches	HRDF Claimable
37	Leadership Skills for Highly Effective Supervisor and Managers	2 Days	03 & 04 Jun 2019	All Branches	HRDF Claimable
38	Excel Skills for HR and Admin Professionals	2 Days	10 & 11 Jun 2019	All Branches	HRDF Claimable
39	Finance and Accounting	2 Days	13 & 14 Jun 2019	All Branches	HRDF Claimable
40	ISO 9001:2015 Transition	2 Days	17 & 18 Jun 2019	All Branches	HRDF Claimable
41	Health, Safety and Environment	2 Days	20 & 21 Jun 2019	All Branches	HRDF Claimable
42	Hospitality and Administration	2 Days	24 & 25 Jun 2019	All Branches	HRDF Claimable
43	Human Resource Management Skills	2 Days	27 & 28 Jun 2019	All Branches	HRDF Claimable
44	Payroll Preparation, Analysis and Management	2 Days	01 & 02 Jul 2019	All Branches	HRDF Claimable
45	Warehouse Management	2 Days	04 & 05 Jul 2019	All Branches	HRDF Claimable
46	7 Leadership Skills for Highly Effective Suoervisors and Managers	2 Days	08 & 09 Jul 2019	All Branches	HRDF Claimable
47	Telemarketing Skills	2 Days	11 & 12 Jul 2019	All Branches	HRDF Claimable
48	ISO 9001:2015 Internal Audit	2 Days	15 & 16 Jul 2019	All Branches	HRDF Claimable
50	Advanced Communication Skills for Effective Professionals	2 Days	18 & 19 Jul 2019	All Branches	HRDF Claimable
51	Supervisory Skills	2 Days	22 & 23 Jul 2019	All Branches	HRDF Claimable
52	Human Resource Administration Skills	2 Days	25 & 26 Jul 2019	All Branches	HRDF Claimable
53	Advanced Office Management and Effective Administration Skills	2 Days	25 & 26 Jul 2019	All Branches	HRDF Claimable
54	Sun Tzu's Art of War - Winning Strategies in Management and Leadership	2 Days	29 & 30 Jul 2019	All Branches	HRDF Claimable
55	Business Writing Skills	2 Days	01 & 02 Aug 2019	All Branches	HRDF Claimable

No.	Training Subject	Days	Dates	Location	
56	Stock Management, Forecasting and Demand Planning	2 Days	05 & 06 Aug 2019	All Branches	HRDF Claimable
57	CTPAT Awareness	2 Days	15 & 16 Aug 2019	All Branches	HRDF Claimable
58	Quality Management	2 Days	19 & 20 Aug 2019	All Branches	HRDF Claimable
59	CCNA - Cisco Certified Network Associate	2 Days	29 & 30 Aug 2019	All Branches	HRDF Claimable
60	Purchasing Management	2 Days	02 & 03 Sep 2019	All Branches	HRDF Claimable
61	Construction Cost Estimating - Skills and Methods for Success	2 Days	12 & 13 Sep 2019	All Branches	HRDF Claimable
62	Project Management	2 Days	19 & 20 Sep 2019	All Branches	HRDF Claimable
63	ISO 9001:2015 Risk Management	2 Days	23 & 24 Sep 2019	All Branches	HRDF Claimable
64	Continues Improvement (Kaizen)	2 Days	03 & 04 Oct 2019	All Branches	HRDF Claimable
65	Professional Skills for Finance and Accounting	2 Days	07 & 08 Oct 2019	All Branches	HRDF Claimable
66	Creative Problem Solving and Decision Making	2 Days	17 & 18 Oct 2019	All Branches	HRDF Claimable
67	Professional Management Skills	2 Days	21 & 22 Oct 2019	All Branches	HRDF Claimable
68	Customer Service Skills	2 Days	28 & 29 Oct 2019	All Branches	HRDF Claimable
69	Personal Development	2 Days	04 & 05 Nov 2019	All Branches	HRDF Claimable
70	Developing Highly Effective Communication Skills	2 Days	14 & 15 Nov 2019	All Branches	HRDF Claimable
71	Negotiation Strategies for Better Purchasing Values	2 Days	18 & 19 Nov 2019	All Branches	HRDF Claimable
72	ISO 9001:2015 Understanding and Implementing	2 Days	28 & 29 Nov 2019	All Branches	HRDF Claimable
73	Developing Leadership Skills for Highly Effective Supervisors and Managers	2 Days	02 & 03 Dec 2019	All Branches	HRDF Claimable
74	Microsoft Excel (Intermediate)	2 Days	12 & 13 Dec 2019	All Branches	HRDF Claimable
75	Digitization and File Management	2 Days	16 & 17 Dec 2019	All Branches	HRDF Claimable
76	Mandarin Language Training	2 Days	26 & 27 Dec 2019	All Branches	HRDF Claimable