

# TRAINING CALENDAR

## 2025

*Transforming Talents for  
Business Excellence*

- 25 years of experience providing customized training solutions
- Quality Public & In-House training programs.
- Comprehensive Consultancy Services.



APRIL 2025

Category	Course Title	Date	Venue
SALES & MARKETING	Advanced Sales & Marketing Strategies for Leaders	14 - 15 Apr 2025	SELANGOR
FINANCE & ACCOUNTING	Budgeting and Cash Flow Forecasting and Reporting	15 - 16 Apr 2025	SELANGOR
HUMAN RESOURCES	HR for Non HR Managers	15 - 16 Apr 2025	SELANGOR
INFORMATION TECHNOLOGY	Data & AI Mastery	15 Apr 2025	ESPIRA HOTEL KINRARA
MANAGEMENT	People Management Skills; Managing Different Personalities	16 - 17 Apr 2025	SELANGOR
EMOTIONAL INTELLIGENCE	Emotional Intelligence for Managers (NLP)	16 - 17 Apr 2025	SELANGOR
FINANCE & ACCOUNTING	E-Invoicing for Professionals	16 Apr 2025	ONLINE
NLP COURSES	Sales Strategy; How to Win and Retain Customers with NLP	17 - 18 Apr 2025	SELANGOR
REPORT & PROPOSAL WRITING	Technical Report Writing for Engineers	17 - 18 Apr 2025	SELANGOR
BUSINESS WRITING	Mastering ChatGPT for Business Writing	17 Apr 2025	SELANGOR
OFFICE MANAGEMENT	Secretary And Administrative Skills	17 - 18 Apr 2025	ESPIRA HOTEL KINRARA
CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	Think out of the Box & Problem Solving	22 - 23 Apr 2025	SELANGOR
BUSINESS WRITING	Email and Report Writing Skills	22 - 23 Apr 2025	ESPIRA HOTEL KINRARA
BUSINESS WRITING	Managing Meetings and Minutes Writing Made Easy	22 - 23 Apr 2025	SELANGOR
HUMAN RESOURCES	Key Performance Indicator (KPI) And Balanced Scorecard (BSC)	22 - 23 Apr 2025	SELANGOR
LOGISTICS	Mastering Incoterms 2020 (ICC) in Import Export Management	22 - 23 Apr 2025	SELANGOR
HUMAN RESOURCES	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures	23 - 24 Apr 2025	SELANGOR
LOGISTICS	Strategic Procurement & Vendor Negotiation Skills	24 - 25 Apr 2025	SELANGOR
PRESENTATION SKILLS	Professional Business Presentation Skills	24 - 25 Apr 2025	MERCURE TRION HOTEL
MANAGEMENT	Strategic Planning and Execution; Turning Your Vision to Reality	24 - 25 Apr 2025	SELANGOR
LEGAL & CONTRACTS	Drafting & Negotiating Commercial Contracts : Review & Minimise Risk	24 - 25 Apr 2025	SELANGOR
PERSONAL DEVELOPMENT	NLP Coaching Skills for Managers	24 - 25 Apr 2025	SELANGOR
PERSONAL DEVELOPMENT	Persuasive & Influencing Skills Using NLP	28 - 29 Apr 2025	SELANGOR
COMMUNICATION	Dealing with Difficult Customers	29 - 30 Apr 2025	SELANGOR
FINANCE & ACCOUNTING	Accounting for Non-Accountants	29 - 30 Apr 2025	SELANGOR
LEADERSHIP & MANAGEMENT	Supervisory Development Skills	29 - 30 Apr 2025	SELANGOR

MAY 2025

Category	Course Title	Date	Venue
PROJECT MANAGEMENT	Project Management and Implementation;Going Practical and Beyond PMI Best Practices	05 - 06 May 2025	SELANGOR

CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	Turning Data to Story for Decision Making	06 - 07 May 2025	SELANGOR
HUMAN RESOURCES	Certificate in Training Needs Analysis	06 - 07 May 2025	SELANGOR
SALES & MARKETING	Strategic Key Account Management	06 - 07 May 2025	SELANGOR
LOGISTICS	Effective Inventory & Store Management	08 - 09 May 2025	SELANGOR
LEADERSHIP & MANAGEMENT	Innovative Leadership Skills For Managers (NLP)	13 May 2025	SELANGOR
INFORMATION TECHNOLOGY	Microsoft Excel Intermediate	13 - 14 May 2025	SELANGOR
LEGAL & CONTRACTS	Legal Debt Recovery & Understanding Contract Clauses	13 May 2025	SELANGOR
INFORMATION TECHNOLOGY	SEO and Google Analytics	14 May 2025	SELANGOR
OFFICE MANAGEMENT	Secretary And Administrative Skills	14 - 15 May 2025	SELANGOR
OFFICE MANAGEMENT	Filing and Records Management	14 May 2025	SELANGOR
LEGAL & CONTRACTS	Risk Management & Assessment Tools at the Workplace	14 - 15 May 2025	SELANGOR
ENVIRONMENT, SAFETY & HEALTH/ ISO / QUALITY	Scheduled Waste Management	20 May 2025	SELANGOR
PERSONAL DEVELOPMENT	Managing Time and Increasing Work Efficiency	20 - 21 May 2025	MERCURE TRION HOTEL
LEGAL & CONTRACTS	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance	20 May 2025	SELANGOR
INFORMATION TECHNOLOGY	Artificial Intelligence for Workplace	20 - 21 May 2025	JAKARTA
COACHING	Coaching & Mentoring Skills	21 - 22 May 2025	SELANGOR
OFFICE MANAGEMENT	Administrative Professional Conference 2025	21 - 22 May 2025	Hyatt Regency Kinabalu
INFORMATION TECHNOLOGY	Power Query & Power Pivot	22 - 23 May 2025	SELANGOR
LOGISTICS	Strategic Sourcing	22 - 23 May 2025	SELANGOR
BUSINESS WRITING	Business Communication Skills	22 - 23 May 2025	SELANGOR
INFORMATION TECHNOLOGY	Microsoft Excel- Advanced	27 - 28 May 2025	KUALA LUMPUR
NLP COURSES	StoryTelling Skills for Organisational Change	27 - 28 May 2025	SELANGOR
NEGOTIATION	Strategic Contract Negotiation and Deal Making	27 - 28 May 2025	SELANGOR
FINANCE & ACCOUNTING	Finance for Non-Finance Managers	29 - 30 May 2025	SELANGOR
INFORMATION TECHNOLOGY	Power BI Desktop	29 - 30 May 2025	SELANGOR
SEO & SOCIAL MEDIA	Maximising ChatGPT for Marketing & Sales	29 - 30 May 2025	SELANGOR
HUMAN RESOURCES	Interview Skills- Competency and Behavioral Based	29 - 30 May 2025	SELANGOR

**JUNE 2025**

Category	Course Title	Date	Venue
OFFICE MANAGEMENT	Business Process, Continuous Improvement & Productivity, and AI Essentials for the Modern Workplace	02 - 03 Jun 2025	SURABAYA
NLP COURSES	Sales Strategy; How to Win and Retain Customers with NLP	12 - 13 Jun 2025	SELANGOR

LEADERSHIP & MANAGEMENT	Stakeholder Management	12 - 13 Jun 2025	SELANGOR
REPORT & PROPOSAL WRITING	Proposal Writing Skills - Business and Technical	12 - 13 Jun 2025	SELANGOR
FINANCE & ACCOUNTING	Financial Modelling For Forecasting, Budgeting & Financial Statements In Excel	16 - 17 Jun 2025	SELANGOR
CUSTOMER SERVICE & TELESALES	Excellent Customer Service & Response to Complaints	17 - 18 Jun 2025	SELANGOR
NEGOTIATION	Negotiation Skills and Cost Optimization for Purchasing Professionals	17 - 18 Jun 2025	SELANGOR
RISK MANAGEMENT	8D Problem Solving Process	17 - 18 Jun 2025	SELANGOR
MANAGEMENT	Strategic Management	18 - 19 Jun 2025	SELANGOR
OPERATIONS & RISK MANAGEMENT	Effective QCC & 7 QC Tools	19 - 20 Jun 2025	SELANGOR
LEGAL & CONTRACTS	Drafting & Negotiating Commercial Contracts : Review & Minimise Risk	19 - 20 Jun 2025	SELANGOR
FINANCE & ACCOUNTING	E-Invoicing for Professionals	19 Jun 2025	ONLINE
FINANCE & ACCOUNTING	Credit Evaluation and Fraud Protection	19 - 20 Jun 2025	SELANGOR
COMMUNICATION	Advanced Business Communication & AI Strategies for Office Productivity	23 - 24 Jun 2025	KOTA KINABALU
SALES & MARKETING	Mastering Graphic Design for Business Excellence	24 - 25 Jun 2025	SELANGOR
FINANCE & ACCOUNTING	Handling Full Set of Accounts	24 - 25 Jun 2025	SELANGOR
REPORT & PROPOSAL WRITING	Report Writing; How to Write Simply and Clearly	25 - 26 Jun 2025	SELANGOR
PERSONAL DEVELOPMENT	NLP Coaching Skills for Managers	25 - 26 Jun 2025	SELANGOR
OFFICE MANAGEMENT	Administrative Professional Conference 2025	26 - 27 Jun 2025	KOTA KINABALU

JULY 2025

Category	Course Title	Date	Venue
LEGAL & CONTRACTS	Corporate Liability Provision 17A: Anti Bribery & Anti-Corruption	01 Jul 2025	SELANGOR
INFORMATION TECHNOLOGY	Microsoft Powerpoint - Intermediate	01 - 02 Jul 2025	SELANGOR
INFORMATION TECHNOLOGY	Data & AI Mastery	01 Jul 2025	MERCURE TRION HOTEL
INFORMATION TECHNOLOGY	Microsoft Excel Intermediate	03 - 04 Jul 2025	SELANGOR
SALES & MARKETING	Social Media Marketing, AI and Branding Development	03 - 04 Jul 2025	SELANGOR
LEGAL & CONTRACTS	Drafting & Negotiating Commercial Contracts : Review & Minimise Risk	03 - 04 Jul 2025	SELANGOR
CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	Decision Making and Problem Solving Strategies	08 - 09 Jul 2025	SELANGOR
MANAGEMENT	People Management Skills; Managing Different Personalities	08 - 09 Jul 2025	SELANGOR
COMMUNICATION	Advanced Business Communication & AI Strategies for Office Productivity	08 - 09 Jul 2025	BANDUNG
INFORMATION TECHNOLOGY	Artificial Intelligence for Workplace	08 - 09 Jul 2025	JAKARTA
BUSINESS WRITING	Email and Report Writing Skills	10 - 11 Jul 2025	SELANGOR
LEGAL & CONTRACTS	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance	10 Jul 2025	SELANGOR

LEADERSHIP & MANAGEMENT	Leadership Skills for Managers~ 7 Key Tools for Leaders	14 - 15 Jul 2025	SELANGOR
INFORMATION TECHNOLOGY	Power BI Desktop	14 - 15 Jul 2025	SELANGOR
FINANCE & ACCOUNTING	Effective Debt Collection and Credit Management	15 Jul 2025	SELANGOR
FINANCE & ACCOUNTING	Finance for Non-Finance Managers	17 - 18 Jul 2025	SELANGOR
COMMUNICATION	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team	17 - 18 Jul 2025	SELANGOR
LOGISTICS	Managing E-Commerce Logistics and Fulfilment	17 - 18 Jul 2025	SELANGOR
REPORT & PROPOSAL WRITING	Technical Report Writing for Engineers	22 - 23 Jul 2025	SELANGOR
HUMAN RESOURCES	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures	22 - 23 Jul 2025	SELANGOR
FINANCE & ACCOUNTING	Accounting for Non-Accountants	24 - 25 Jul 2025	SELANGOR
OFFICE MANAGEMENT	Filing and Records Management	24 Jul 2025	SELANGOR

AUGUST 2025

Category	Course Title	Date	Venue
LEADERSHIP & MANAGEMENT	Transformational Leadership	04 - 05 Aug 2025	SELANGOR
COMMUNICATION	Cultural Diversity & Inclusion At the Workplace	05 - 06 Aug 2025	SELANGOR
NEGOTIATION	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness	05 - 06 Aug 2025	SELANGOR
FINANCE & ACCOUNTING	Budgeting and Cash Flow Forecasting and Reporting	07 - 08 Aug 2025	SELANGOR
SALES & MARKETING	Advanced Sales & Marketing Strategies for Leaders	07 - 08 Aug 2025	SELANGOR
PROJECT MANAGEMENT	Project Management and Implementation;Going Practical and Beyond PMI Best Practices	07 - 08 Aug 2025	SELANGOR
NLP COURSES	Sales Strategy; How to Win and Retain Customers with NLP	12 - 13 Aug 2025	SELANGOR
BUSINESS WRITING	Managing Meetings and Minutes Writing Made Easy	12 - 13 Aug 2025	SELANGOR
EMOTIONAL INTELLIGENCE	Emotional Intelligence for Managers (NLP)	14 - 15 Aug 2025	SELANGOR
ENVIRONMENT, SAFETY & HEALTH/ ISO / QUALITY	Scheduled Waste Management	14 Aug 2025	SELANGOR
CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	Think out of the Box & Problem Solving	14 - 15 Aug 2025	SELANGOR
COMMUNICATION	Dealing with Difficult Customers	14 - 15 Aug 2025	SELANGOR
LOGISTICS	Procurement Management (Source to Supply)	19 - 20 Aug 2025	SELANGOR
OIL & GAS	Effective Incident Investigation & Reporting	19 - 20 Aug 2025	SELANGOR
INFORMATION TECHNOLOGY	Microsoft Excel- Advanced	21 - 22 Aug 2025	KUALA LUMPUR
BUSINESS WRITING	Business Communication Skills	21 - 22 Aug 2025	SELANGOR
LEGAL & CONTRACTS	Legal Debt Recovery & Understanding Contract Clauses	21 Aug 2025	SELANGOR
LOGISTICS	Strategic Procurement & Vendor Negotiation Skills	26 - 27 Aug 2025	SELANGOR
HUMAN RESOURCES	HR for Non HR Managers	26 - 27 Aug 2025	SELANGOR
BUSINESS WRITING	Mastering ChatGPT for Business Writing	26 Aug 2025	SELANGOR

LEADERSHIP & MANAGEMENT	High Performance Leadership For Corporate Leaders- 7 High Key Performance Indicators	28 - 29 Aug 2025	SELANGOR
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SALES & MARKETING	Strategic Key Account Management	28 - 29 Aug 2025	SELANGOR
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**SEPTEMBER 2025**

Category	Course Title	Date	Venue
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FINANCE & ACCOUNTING	Finance for Non-Finance Managers	04 - 05 Sep 2025	SELANGOR
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MANAGEMENT	Supply Chain Management	04 - 05 Sep 2025	SELANGOR
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PERSONAL DEVELOPMENT	Positive Mental Attitude	04 - 05 Sep 2025	SELANGOR
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CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	Turning Data to Story for Decision Making	09 - 10 Sep 2025	SELANGOR
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BUSINESS WRITING	Email and Report Writing Skills	09 - 10 Sep 2025	SELANGOR
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FINANCE & ACCOUNTING	E-Invoicing for Professionals	09 - 10 Sep 2025	SELANGOR
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INFORMATION TECHNOLOGY	Microsoft Excel Intermediate	11 - 12 Sep 2025	SELANGOR
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LEADERSHIP & MANAGEMENT	Supervisory Development Skills	11 - 12 Sep 2025	SELANGOR
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HUMAN RESOURCES	Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)	18 - 19 Sep 2025	SELANGOR
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FINANCE & ACCOUNTING	Handling Full Set of Accounts	18 - 19 Sep 2025	SELANGOR
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OFFICE MANAGEMENT	Secretary And Administrative Skills	23 - 24 Sep 2025	SELANGOR
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FINANCE & ACCOUNTING	Effective Debt Collection and Credit Management	23 Sep 2025	SELANGOR
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REPORT & PROPOSAL WRITING	Proposal Writing Skills - Business and Technical	23 - 24 Sep 2025	SELANGOR
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OFFICE MANAGEMENT	Filing and Records Management	23 Sep 2025	SELANGOR
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LEGAL & CONTRACTS	Drafting & Negotiating Commercial Contracts : Review & Minimise Risk	23 - 24 Sep 2025	SELANGOR
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HUMAN RESOURCES	Managing Discipline at the Workplace	24 - 25 Sep 2025	SELANGOR
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FINANCE & ACCOUNTING	Credit Evaluation and Fraud Protection	24 - 25 Sep 2025	SELANGOR
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HUMAN RESOURCES	Certificate in Training Needs Analysis	25 - 26 Sep 2025	SELANGOR
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REPORT & PROPOSAL WRITING	Technical Report Writing for Engineers	25 - 26 Sep 2025	SELANGOR
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PRESENTATION SKILLS	Professional Business Presentation Skills	25 - 26 Sep 2025	SELANGOR
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**OCTOBER 2025**

Category	Course Title	Date	Venue
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INFORMATION TECHNOLOGY	Power Query & Power Pivot	06 - 07 Oct 2025	SELANGOR
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FINANCE & ACCOUNTING	How To Read Financial Statements	07 Oct 2025	ONLINE
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PERSONAL DEVELOPMENT	Managing Time and Increasing Work Efficiency	09 - 10 Oct 2025	SELANGOR
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BUSINESS WRITING	English Communication At Work	09 - 10 Oct 2025	SELANGOR
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LEGAL & CONTRACTS	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance	09 Oct 2025	SELANGOR
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FINANCE & ACCOUNTING	Effective Debt Collection and Credit Management	14 Oct 2025	SELANGOR
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SALES & MARKETING	Competitive Selling Skills	14 - 15 Oct 2025	SELANGOR
MANAGEMENT	Strategic Planning and Execution; Turning Your Vision to Reality	14 - 15 Oct 2025	SELANGOR
CUSTOMER SERVICE & TELESALES	Excellent Customer Service & Response to Complaints	15 - 16 Oct 2025	SELANGOR
INFORMATION TECHNOLOGY	Microsoft Excel- Advanced	15 - 16 Oct 2025	SELANGOR
HUMAN RESOURCES	Interview Skills- Competency and Behavioral Based	22 - 23 Oct 2025	SELANGOR
FINANCE & ACCOUNTING	Accounting for Non-Accountants	23 - 24 Oct 2025	SELANGOR
LEGAL & CONTRACTS	Legal Debt Recovery & Understanding Contract Clauses	23 Oct 2025	SELANGOR
PERSONAL DEVELOPMENT	Persuasive & Influencing Skills Using NLP	29 - 30 Oct 2025	SELANGOR
INFORMATION TECHNOLOGY	Data & AI Mastery	29 Oct 2025	ESPIRA HOTEL KINRARA
LEADERSHIP & MANAGEMENT	Innovative Leadership Skills For Managers (NLP)	30 Oct 2025	SELANGOR
INFORMATION TECHNOLOGY	Power BI Desktop	30 - 31 Oct 2025	SELANGOR

NOVEMBER 2025

Category	Course Title	Date	Venue
OFFICE MANAGEMENT	Secretary And Administrative Skills	04 - 05 Nov 2025	SELANGOR
NEGOTIATION	Negotiation Skills and Cost Optimization for Purchasing Professionals	04 - 05 Nov 2025	SELANGOR
SALES & MARKETING	Advanced Sales & Marketing Strategies for Leaders	04 - 05 Nov 2025	SELANGOR
PROJECT MANAGEMENT	Project Management and Implementation;Going Practical and Beyond PMI Best Practices	04 - 05 Nov 2025	SELANGOR
INFORMATION TECHNOLOGY	Microsoft Powerpoint - Intermediate	06 - 07 Nov 2025	SELANGOR
ENVIRONMENT, SAFETY & HEALTH/ ISO / QUALITY	Scheduled Waste Management	06 Nov 2025	SELANGOR
NLP COURSES	StoryTelling Skills for Organisational Change	06 - 07 Nov 2025	SELANGOR
SEO & SOCIAL MEDIA	Maximising ChatGPT for Marketing & Sales	06 - 07 Nov 2025	SELANGOR
NLP COURSES	Sales Strategy; How to Win and Retain Customers with NLP	12 - 13 Nov 2025	SELANGOR
CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	Decision Making and Problem Solving Strategies	12 - 13 Nov 2025	SELANGOR
OPERATIONS & RISK MANAGEMENT	Effective QCC & 7 QC Tools	12 - 13 Nov 2025	SELANGOR
MANAGEMENT	People Management Skills; Managing Different Personalities	12 - 13 Nov 2025	SELANGOR
LOGISTICS	Strategic Procurement & Vendor Negotiation Skills	13 - 14 Nov 2025	SELANGOR
HUMAN RESOURCES	Managing Discipline at the Workplace	13 - 14 Nov 2025	SELANGOR
LEADERSHIP & MANAGEMENT	Stakeholder Management	13 - 14 Nov 2025	SELANGOR
BUSINESS WRITING	Business Communication Skills	13 - 14 Nov 2025	SELANGOR
INFORMATION TECHNOLOGY	Microsoft Excel Intermediate	18 - 19 Nov 2025	SELANGOR
INFORMATION TECHNOLOGY	SEO and Google Analytics	18 Nov 2025	SELANGOR

NEGOTIATION	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness	18 - 19 Nov 2025	SELANGOR
SALES & MARKETING	Social Media Marketing, AI and Branding Development	18 - 19 Nov 2025	SELANGOR
COMMUNICATION	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team	18 - 19 Nov 2025	SELANGOR
OFFICE MANAGEMENT	Filing and Records Management	18 Nov 2025	SELANGOR
FINANCE & ACCOUNTING	Finance for Non-Finance Managers	19 - 20 Nov 2025	SELANGOR
LEGAL & CONTRACTS	Corporate Liability Provision 17A: Anti Bribery & Anti-Corruption	20 Nov 2025	SELANGOR
SALES & MARKETING	Mastering Graphic Design for Business Excellence	20 - 21 Nov 2025	SELANGOR
FINANCE & ACCOUNTING	Financial Modelling For Forecasting, Budgeting & Financial Statements In Excel	20 - 21 Nov 2025	SELANGOR
HUMAN RESOURCES	HR for Non HR Managers	20 - 21 Nov 2025	SELANGOR
MANAGEMENT	Supply Chain Management	20 - 21 Nov 2025	SELANGOR
LOGISTICS	Procurement Management (Source to Supply)	25 - 26 Nov 2025	SELANGOR
HUMAN RESOURCES	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures	25 - 26 Nov 2025	SELANGOR
LOGISTICS	Strategic Sourcing	25 - 26 Nov 2025	SELANGOR
RISK MANAGEMENT	8D Problem Solving Process	25 - 26 Nov 2025	SELANGOR
REPORT & PROPOSAL WRITING	Report Writing; How to Write Simply and Clearly	25 - 26 Nov 2025	SELANGOR
MANAGEMENT	Strategic Management	26 - 27 Nov 2025	SELANGOR
LEADERSHIP & MANAGEMENT	Transformational Leadership	26 - 27 Nov 2025	SELANGOR
INFORMATION TECHNOLOGY	Power Query & Power Pivot	27 - 28 Nov 2025	SELANGOR
REPORT & PROPOSAL WRITING	Technical Report Writing for Engineers	27 - 28 Nov 2025	SELANGOR
PERSONAL DEVELOPMENT	NLP Coaching Skills for Managers	27 - 28 Nov 2025	SELANGOR
<b>DECEMBER 2025</b>			
Category	Course Title	Date	Venue
INFORMATION TECHNOLOGY	Microsoft Excel Intermediate	02 - 03 Dec 2025	SELANGOR
LOGISTICS	Strategic Procurement & Vendor Negotiation Skills	02 - 03 Dec 2025	SELANGOR
LEADERSHIP & MANAGEMENT	Supervisory Development Skills	02 - 03 Dec 2025	SELANGOR
REPORT & PROPOSAL WRITING	Proposal Writing Skills - Business and Technical	02 - 03 Dec 2025	SELANGOR
BUSINESS WRITING	English Communication At Work	02 - 03 Dec 2025	SELANGOR
EMOTIONAL INTELLIGENCE	Emotional Intelligence for Managers (NLP)	04 - 05 Dec 2025	SELANGOR
FINANCE & ACCOUNTING	Accounting for Non-Accountants	04 - 05 Dec 2025	SELANGOR
HUMAN RESOURCES	Interview Skills- Competency and Behavioral Based	04 - 05 Dec 2025	SELANGOR
LOGISTICS	Managing E-Commerce Logistics and Fulfilment	04 - 05 Dec 2025	SELANGOR
FINANCE & ACCOUNTING	Credit Evaluation and Fraud Protection	04 - 05 Dec 2025	SELANGOR



FINANCE & ACCOUNTING	Handling Full Set of Accounts	09 - 10 Dec 2025	SELANGOR
BUSINESS WRITING	Managing Meetings and Minutes Writing Made Easy	09 - 10 Dec 2025	SELANGOR
COACHING	Coaching & Mentoring Skills	09 - 10 Dec 2025	SELANGOR
OIL & GAS	Effective Incident Investigation & Reporting	09 - 10 Dec 2025	SELANGOR
LEGAL & CONTRACTS	Personal Data Protection Act (PDPA) 2010 and Standards 2015 and Implementing Compliance	09 Dec 2025	SELANGOR
INFORMATION TECHNOLOGY	Microsoft Excel- Advanced	15 - 16 Dec 2025	SELANGOR
PERSONAL DEVELOPMENT	Persuasive & Influencing Skills Using NLP	15 - 16 Dec 2025	SELANGOR
FINANCE & ACCOUNTING	Budgeting and Cash Flow Forecasting and Reporting	15 - 16 Dec 2025	SELANGOR
LEGAL & CONTRACTS	Drafting & Negotiating Commercial Contracts : Review & Minimise Risk	15 - 16 Dec 2025	SELANGOR
HUMAN RESOURCES	Certificate in Training Needs Analysis	16 - 17 Dec 2025	SELANGOR
BUSINESS WRITING	Email and Report Writing Skills	16 - 17 Dec 2025	SELANGOR
OFFICE MANAGEMENT	Administrative Professional Conference 2025	16 - 17 Dec 2025	SELANGOR
COMMUNICATION	Dealing with Difficult Customers	16 - 17 Dec 2025	SELANGOR
FINANCE & ACCOUNTING	Effective Debt Collection and Credit Management	16 Dec 2025	SELANGOR
SALES & MARKETING	Strategic Key Account Management	16 - 17 Dec 2025	SELANGOR
BUSINESS WRITING	Mastering ChatGPT for Business Writing	17 Dec 2025	SELANGOR
CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	Turning Data to Story for Decision Making	18 - 19 Dec 2025	SELANGOR
PRESENTATION SKILLS	Professional Business Presentation Skills	18 - 19 Dec 2025	SELANGOR
NEGOTIATION	Strategic Contract Negotiation and Deal Making	18 - 19 Dec 2025	SELANGOR
CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	Think out of the Box & Problem Solving	18 - 19 Dec 2025	SELANGOR
LEADERSHIP & MANAGEMENT	Leadership Skills for Managers~ 7 Key Tools for Leaders	30 - 31 Dec 2025	SELANGOR



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