



Your Solutions - Oriented HR Consulting Partner

Provides a full range of HR Solutions

SEMINARS & CONVENTIONS

KonSePP
2017
Konvensyen Setiausaha & Pembantu Pentadbiran
29 March 2017

NEW
1st Malaysian Corporate University seminar (MyCUs 2017)
18 May 2017

KPK
2017
KONVENSYEN PENYELIAAN KEBANGSAAN
2-3 August 2017

impact
ISLAMIC MANAGEMENT PRACTICES ANNUAL CONVENTION & TALKING
2017
26-27 September 2017

where future leaders meet
YES
YOUNG EXECUTIVES SEMINAR
8-9 November 2017

FOR MORE INFORMATION AND REGISTRATION PLEASE CONTACT:

PUBLIC PROGRAMME DEPARTMENT
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PUBLIC PROGRAMME CALENDAR 2017



29 YEARS

of experience in helping corporate and government organizations achieve their vision and objectives through effective planning, managing and developing their most important asset - people



HRDF
Registered Training Provider



Registered
with Ministry of Finance

CATEGORY	#	PROGRAMME TITLES	NO OF DAYS	TARGET PARTICIPANTS				FEE/PAX (RM)	REGION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
				MGR	EXEC	SUPER-VISOR	SUPPORT STAFF															
ANNUAL CONFERENCES AND CONVENTIONS	1	Konvensyen Setiausaha Dan Pembantu Pentadbiran (KonSePP 2017)	1		X		X	550	CENTRAL			29										
	2	1st Malaysia Corporate University Seminar (MyCUs 2017)	1	X	X			1500						18								
	3	Konvensyen Penyeliaan Kebangsaan (KPK 2017)	2		X	X		990									2-3					
	4	Islamic Management Practices Conference & Training (IMPACT 2017)	2	X	X			1350										26-27				
	5	Young Executive Seminar (YES 2017)	2	X	X	X		1350													8-9	
MASTER CLASS	6	David Allen's Getting Things Done *SBL-KHAS	2	X	X			2500	CENTRAL	24-25	21-22	14-15	25-26	23-24		25-26	22-23	19-20	24-25	28-29	19-20	
PROFESSIONAL CERTIFICATE	7	Professional Certificate in Supervisory Management	10	X	X	X		6200	CENTRAL							11-12	15-16	12-13	17-18	14-15		
	8	Professional Certificate in Training Management	10	X	X			7200									26-27	29-30		25-26	22-23	13-14
HUMAN RESOURCE MANAGEMENT <i>Our Signature Programmes</i>	9	Human Resource Management (HRM) for New HR Personnel	2		X			1300	CENTRAL	3-4												
	10	Developing Strategic HR Planning - A Systematic Approach	2	X	X			1300				15-16										
	11	Strategic Talent Management and Succession Planning for Organisational Excellence	2	X	X			1300						16-17								
	12	Effective Strategies and Tools in Hiring the Right Talent	2	X	X			1300							16-17							
	13	Practical Manpower Planning Approach for Optimum Results	2	X	X			1300						12-13								
	14	Understanding the Critical Elements of JA, JD & JE	2	X	X			1300														19-20
	15	Competency-based Interview Techniques	2	X	X			1300											8-9			
16	Handling Misconducts & Domestic Inquiry *NEW	2	X	X			1300												4-5			
HUMAN RESOURCE DEVELOPMENT <i>Our Signature Programmes</i>	17	Developing A Training Road Map	2	X	X			1300	CENTRAL	10-11												
	18	Strategic Training Management for HR and Training Professional	2	X	X			1300					21-22									
	19	Kaedah Analisis Keperluan Latihan Berasaskan Kompetensi *SBL-KHAS	2	X	X			1300							23-24							
	20	Developing Competency-based Training Module	2	X	X			1300										29-30				
	21	Competency-based Training Needs Analysis	2	X	X			1300												30-31		
	22	Evaluating Training Effectiveness and Impact	2	X	X			1300														27-28
MANAGEMENT DEVELOPMENT SERIES	23	Impactful Public Speaking and Presentation Skills for Managers	2	X	X			1300	CENTRAL	17-18												
	24	Coaching & Mentoring for Peak Performance *NEW	2	X	X			1300					28-29									
	25	Synergistic Supervisory Excellence - Experience The Power to Outperform *NEW	2	X	X			1300								4-5						
	26	Fundamentals of Empowerment	2	X	X			1300											5-6			
	27	Ethics and Integrity for Frontline Leaders *NEW	2	X	X	X		1300														7-8
	28	Leading Culture Change - Strategic Approach *NEW	2	X	X			1300														
	29	Personal Retreat for Inspiring Strategic Manager (PRISMA) *NEW	2	X				1300														
	30	Peak Performance Using Mental, Physical and Emotional Competencies *NEW	2	X	X			1300														1-2
	31	Implementing Balanced Scorecard for Organisational Success	2	X	X			1300														11-12
	32	Building and Achieving Self Efficacy for Effective Executives	2		X			1150		CENTRAL	24-25											
33	Developing Effective Interpersonal Skills - A Practical Approach	2		X			1150					4-5										
34	Professional Events and Functions Management	2		X	X		1150									11-12						
35	Persuasive Presentation Skills Using SPIN Approach	2		X	X		1150										12-13					
SUPERVISORY DEVELOPMENT SERIES	36	Building and Leading Team for High Performance	2		X	X		1150	CENTRAL												14-15	
	37	Applying EQ in Daily Supervision *NEW	2		X	X		990				7-8										
	38	Coaching Skills for Supervisors *NEW	2		X	X		990					11-12									
	39	SAFE Human Resource (SHR) Training for S.H.E & Supervisors *NEW	2	X	X	X		990									18-19					
	40	Membina Penyelia Efektif untuk Pasukan Kerja Produktif *SBL-KHAS	2			X		990										19-20				
	41	Kaedah Komunikasi Berkesan untuk Penyelia	2			X		990														21-22
	42	Teknik Penyelesaian Masalah untuk Penyelia	2			X		990						10-11								
	43	Memimpin Pasukan Kerja ke arah Prestasi Tinggi	2			X		990										9-10				
ADMINISTRATION AND SUPPORT	44	Strategi Mengendali Pekerja Bermasalah	2			X		990	CENTRAL												6-7	
	45	Office Technology Application for Administrative Staff	2		X	X	X	900				14-15										
	46	Pengendalian Aduan & Pelanggan Bermasalah *SBL-KHAS	2		X	X	X	900									18-19					
	47	Pengendalian Telefon Secara Profesional	2		X	X	X	900								25-26						
	48	Systematic Filing & Record Management	2		X	X	X	900											26-27			
	49	Perkhidmatan Kaunter & Pelanggan Berkualiti	2		X	X	X	900														28-29
	50	Pembangunan Sekretari Profesional	2			X	X	900														
	51	Program Pembangunan Pemandu Cemerlang	2			X	X	900						19-20								
	52	Data Management and Analysis Using Ms Excel	2		X	X	X	900									19-20					
SELF DEVELOPMENT SERIES	53	Budaya Kerja C.E.M.E.R.L.A.N.G *SBL-KHAS	2		X	X	X	900	CENTRAL		21-22											
	54	Profesionalisme Dalam Penampilan Diri & Etiket Sosial	2		X	X	X	900					25-26									
	55	Membina Kecemerlangan Hidup & Kerjaya (Work-Life Balance)	2	X	X	X	X	900														27-28
	56	Persediaan Menghadapi Persaraan	2	X	X	X	X	900												3-4		
	57	Strategi Pengurusan Masa & Kerja Efektif	2		X	X	X	900														5-6
PROGRAMMES BY REGION	58	Kaedah Analisis Keperluan Latihan Berasaskan Kompetensi *SBL-KHAS	2		X	X		1450	SARAWAK NORTHERN SOUTHERN			1-2										
	59	Membina Penyelia Efektif untuk Pasukan Kerja Produktif *SBL-KHAS	2		X	X		1200						3-4								
	60	Pengendalian Aduan & Pelanggan Bermasalah *SBL-KHAS	2		X	X	X	1090											19-20			
	61	Budaya Kerja C.E.M.E.R.L.A.N.G *SBL-KHAS	2		X	X	X	1090												10-11		
OPERATIONAL EXCELLENCE PROGRAMME	62	DOE Factorial for Practitioners	2					1820	CENTRAL			7-8										
	63	Six Sigma Methodology	1					1020						9-10								
	64	Taguchi Method	2					1920									15-16					
	65	Detecting Process OOC by ARL	2					1820												17-18		
	66	Optimizing Sampling Power	2					1760														13-14