

PUBLIC PROGRAMMES CALENDAR

2018



Irshad HR Consulting Sdn Bhd



irshadhrconsulting



IRSHAD HR CONSULTING SDN BHD



PUBLIC PROGRAMMES 2018

January

01

DATE	COURSE		FEE/PAX (RM)	MANAGER	EXECUTIVE	SUPERVISOR
3-4	Human Resource Management (HRM) for New HR Personnel	SBL-KHAS	1,350		✓	
24-25	Building and Achieving Self Efficacy for Effective Executives	SBL-KHAS	1,150		✓	

DATE	COURSE		FEE/PAX (RM)	MANAGER	EXECUTIVE	SUPERVISOR	SUPPORT STAFF
7-8	Applying Emotional Intelligence (EI) for Daily Supervision	SBL-KHAS	1,050		✓	✓	
12-13	Office Technology Apps for Administration Efficiency		950		✓	✓	✓
20-21	Kemahiran Penyampaian Berkesan		950	✓	✓	✓	✓
26-27	Budaya Kerja C.E.M.E.R.L.A.N.G	SBL-KHAS	950		✓	✓	✓
26-27	David Allen's Getting Things Done	SBL-KHAS	2,500	✓	✓	✓	

February

02

DATE	PROGRAMME		FEE/PAX (RM)	MANAGER	EXECUTIVE	SUPERVISOR	SUPPORT STAFF
5-6	Pengurusan dan Penulisan Minit Mesyuarat		950		✓	✓	✓
7-8	Competency-based Interview Techniques	SBL-KHAS	1,350	✓	✓		
12-13	Strategic Talent Management and Succession Planning	SBL-KHAS	1,350	✓	✓		
14-15	Pemanduan Berhemah		950			✓	✓
21-22	Strategic Training Management for HR and Training Professional	SBL-KHAS	1,350	✓	✓		
26-27	Coaching & Mentoring for Peak Performance	SBL-KHAS	1,250	✓	✓		
28-29	Konvensyen Setiausaha & Pembantu Pentadbiran (KonSePP 2018)		990		✓		✓

March

03

28-29 March 2018

KonSePP 2018

Konvensyen Setiausaha & Pembantu Pentadbiran

DATE	COURSE		FEE/PAX (RM)	MANAGER	EXECUTIVE	SUPERVISOR	SUPPORT STAFF
2-3	Personal Retreat for Inspiring Strategic Manager (PRISMA)	SBL-KHAS	1,250	✓			
4-5	Practical Manpower Planning Approach for Optimum Results		1,350	✓	✓		
9-10	Kaedah Analisis Keperluan Latihan Berasaskan Kompetensi	SBL-KHAS	1,350	✓	✓		
11-12	Developing Effective Interpersonal Skills - A Practical Approach		1,150	✓	✓	✓	✓
18-19	Coaching Skills for Supervisors		1,050		✓	✓	
23-24	Profesionalisme dalam Penampilan Diri & Etiket Sosial	SBL-KHAS	950		✓	✓	✓
25-26	Kaedah Komunikasi Berkesan untuk Penyelia	SBL-KHAS	1,050			✓	

April

04

May

05

DATE	COURSE	FEE/PAX (RM)	MANAGER	EXECUTIVE	SUPERVISOR	SUPPORT STAFF
2-3	Root Cause Analysis	1,050	✓	✓	✓	
7-8	Teknik Penyelesaian Masalah untuk Penyelia <i>SBL-KHAS</i>	1,050	✓			
9-10	Developing Competency-based Training Module	1,350	✓	✓		
14-15	David Allen's Getting Things Done <i>SBL-KHAS</i>	2,500	✓	✓		

DATE	COURSE	FEE/PAX (RM)	MANAGER	EXECUTIVE	SUPERVISOR	SUPPORT STAFF
2-3	Evaluating Training Effectiveness and Impact <i>SBL-KHAS</i>	1,350	✓	✓		
4-5	Effective Decision Making Skills for Senior Managers	1,250	✓			
11-12	Professional Events and Functions Management	1,150		✓	✓	
18-19	SAFE Human Resource (SHR) Training for S.H.E & Supervisors <i>SBL-KHAS</i>	1,050	✓	✓	✓	
23-24	Pengendalian Telefon Secara Profesional <i>SBL-KHAS</i>	950		✓	✓	✓
25-26	Konvensyen Penyeliaan Kebangsaan (KPK 2018)	990	✓	✓	✓	

July

07

KPK
2018
KONVENSYEN PENYELIAAN
KEBANGSAAN

25-26 July 2018

DATE	COURSE	FEE/PAX (RM)	MANAGER	EXECUTIVE	SUPERVISOR	SUPPORT STAFF
1-2	Strategic Training Management for HR and Training Professional <i>SBL-KHAS</i>	1,350	✓	✓		
6-7	David Allen's Getting Things Done <i>SBL-KHAS</i>	2,500	✓	✓		
8-9	Pengendalian Aduan & Pelanggan Bermasalah <i>SBL-KHAS</i>	950		✓	✓	✓
13-14	Memimpin Pasukan Kerja ke arah Prestasi Tinggi <i>SBL-KHAS</i>	1,050	✓	✓	✓	
15-16	Effective Strategies and Tools in Hiring the Right Talent	1,350	✓	✓		
27-28	Understanding Employment Act	1,350	✓	✓		
29-30	Problem Solving & Critical Thinking	1,150		✓	✓	

August

08

DATE	COURSE	FEE/PAX (RM)	MANAGER	EXECUTIVE	SUPERVISOR	SUPPORT STAFF
3-4	Sekretari Profesional	950			✓	✓
5-6	Membina Penyelia Efektif untuk Pasukan Kerja Produktif <i>SBL-KHAS</i>	1,050			✓	
10-11	Managing Work & Time Effectively	1,150		✓	✓	
19-20	Kaedah Analisis Keperluan Latihan Berasaskan Kompetensi <i>SBL-KHAS</i>	1,350	✓	✓		
24-25	Systematic Filing & Record Management	950		✓	✓	✓
26-27	Islamic Management Practices Conference & Training (IMPACT 2018)	1,350	✓	✓		

September

09

26-27 Sept 2018

impact
ISLAMIC MANAGEMENT PRACTICES ANNUAL CONVENTION & TRAINING
2018

October
10

DATE	COURSE	FEE/PAX (RM)	MANAGER	EXECUTIVE	SUPERVISOR	SUPPORT STAFF
1-2	Managing Generations Diversity	1,050	✓	✓	✓	
3-4	Handling Misconducts & Domestic Inquiry	1,350	✓	✓		
8-9	Implementing Balanced Scorecard for Organisational Success	SBL-KHAS 1,250	✓	✓		
15-16	Strategic Talent Management and Succession Planning	SBL-KHAS 1,350	✓	✓		
17-18	Developing Competency-based Training Module	1,350	✓	✓		
24-25	Persediaan Menghadapi Persaraan	950	✓	✓	✓	✓
29-30	Membina Kecemerlangan Hidup & Kerjaya (Work-Life Balance)	SBL-KHAS 950	✓	✓	✓	✓

DATE	COURSE	FEE/PAX (RM)	MANAGER	EXECUTIVE	SUPERVISOR	SUPPORT STAFF
7-8	Ethics and Integrity for Frontline Leaders	SBL-KHAS 1,250	✓	✓	✓	
12-13	Evaluating Training Effectiveness and Impact	SBL-KHAS 1,350	✓	✓		
14-15	Building and Leading Team for High Performance	1,150		✓	✓	
21-22	Mindset Change for Individual and Business Excellence	1,250	✓	✓	✓	
21-22	Perkhidmatan Kaunter & Pelanggan Berkualiti	SBL-KHAS 950		✓	✓	✓
26-27	David Allen's Getting Things Done	SBL-KHAS 2,500	✓	✓	✓	
28-29	Young Executives Summit (YES 2018)	1,350	✓	✓	✓	

November
11
28-29 Nov 2018


YOUNG EXECUTIVES SEMINAR

December
12

DATE	COURSE	FEE/PAX (RM)	MANAGER	EXECUTIVE	SUPERVISOR	SUPPORT STAFF
3-4	Strategi Mengendali Pekerja Bermasalah	SBL-KHAS 1,050	✓	✓	✓	
5-6	Human Resource Management (HRM) for New HR Personnel	2,500	✓	✓	✓	✓
12-13	Personal Retreat for Inspiring Strategic Manager (PRISMA)	SBL-KHAS 1,250	✓			
12-13	Pengacaraan Majlis Secara Profesional	950	✓	✓	✓	✓
18-19	Budaya Kerja C.E.M.E.R.L.A.N.G	SBL-KHAS 950		✓	✓	✓

▶ FOR MORE INFORMATION AND REGISTRATION PLEASE CONTACT:
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