

PUBLIC PROGRAMME CALENDAR 2010

NO	PROGRAMME TITLE	NO OF DAYS	FEE/ PAX	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MANAGERIAL & EXECUTIVE DEVELOPMENT														
1.	Effective Business Planning	2	990		17-18									
2.	Leadership & Teambuilding Skills	2	990					1-2						
3.	Effective Human Relations & Interpersonal Skills	2	990					2-3						
4.	Public Speaking & Presentation Skills	2	990				3-4						1-2	
5.	Kaedah Perancangan Strategik	2	990		1-2									
6.	Kemahiran Pengurusan & Kepemimpinan	2	990				5-6						2-3	
7.	Kemahiran Penyampaian & Pengucapan Awam	2	990	23-24					5-6					8-9
8.	Penyelesaian Masalah & Pembuatan Keputusan	2	990			5-6						4-5		
9.	Penyediaan Kertas Kerja & Laporan Berkualiti	2	990		3-4					2-3				
10.	Perancangan & Kawalan Kewangan	2	990			7-8					20-21			
11.	Mengurus & Mengendali Mesyuarat	2	990					7-8						
12.	Protokol Pengendalian Majlis Rasmi	2	990	8-9					7-8					1-2
PROFESSIONAL & PERSONAL DEVELOPMENT														
13.	Pengurusan Masa & Kerja	2	850		8-9						22-23			
14.	Kemahiran Komunikasi Interpersonal	2	850		22-23					3-4				
15.	Membina Kecemerlangan & Motivasi Diri	2	850			12-13						6-7		
16.	Budaya Kerja CEMERLANG	2	850				10-11						9-10	
17.	Etiket Sosial & Keterampilan Diri	2	850			14-15							8-9	
18.	Professional Functions & Events Management	2	850					9-10						
19.	Pengacaraan Majlis Secara Profesional	2	850		15-16							11-12		
SUPERVISORY DEVELOPMENT														
20.	Kemahiran Penyeliaan Produktif	2	850	22-23					12-13					13-14
21.	Membina & Memimpin Pasukan Kerja	2	850				11-12					13-14		
22.	Strategi Meningkatkan Motivasi Pekerja	2	850		10-11						27-28			
23.	Kemahiran Bimbingan & Latihan untuk Penyelia	2	850			19-20						18-19		
24.	Strategi Mengendali Pekerja Bermasalah	2	850				12-13						24-25	
25.	Seni Mengurus Manusia	2	850					14-15					22-23	
26.	Kemahiran Penyelesaian Masalah untuk Penyelia	2	850	17-18					14-15					20-21

NO	PROGRAMME TITLE	NO OF DAYS	FEE/ PAX	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HUMAN RESOURCE AND TRAINING														
27.	Strategic HR Planning	2	990	23-24					19-20					15-16
28.	Effective Recruitment & Selection Strategies	2	990				24-25							
29.	Training & HRD Strategies	2	990					16-17						
30.	Pengurusan Latihan Strategik	3	1,300	22-24					20-22					14-16
31.	Kaedah Analisis Keperluan Latihan	3	1,300			20-22						19-21		
32.	Pembangunan Modul Latihan Berasaskan Kompetensi	2	990				17-18						10-11	
33.	Pembangunan Jurulatih Profesional (Training for Trainers)	3	1,300					21-23					23-25	
34.	Performance Management System & Strategies	2	990						28-29					
35.	Holistic HR for Non-HR Managers	2	990									20-21		
36.	Penilaian Keberkesanan Latihan	2	990					29-30						22-23
CUSTOMER SERVICE														
37.	Pengurusan Kualiti Dalam Perkhidmatan Pelanggan	2	990				19-20							
38.	Perkhidmatan Pelanggan Berkualiti	2	850					23-24						28-29
39.	Perkhidmatan Kaunter & Pelanggan Berkualiti	2	850		24-25						28-29			
40.	Pengendalian Telefon Secara Profesional	2	850			21-22						25-26		
41.	Pengendalian Aduan & Pelanggan Bermasalah	2	850	17-18						4-5				
ADMINISTRATION AND SUPPORT														
42.	Pengurusan Pejabat Berkesan	2	850			26-27					29-30			
43.	Pengurusan Rekod & Fail Sistemik	2	850					28-29					29-30	
44.	Pembangunan Sekretari Profesional	2	850	23-24					21-22					27-28
45.	Pembantu Tadbir Cemerlang	2	850				25-26					27-28		
46.	Pembangunan Pemandu Cemerlang	2	850	22-23					26-27					29-30
47.	Asas Perakaunan & Simpankira	3	1,300		29-31							26-28		
48.	Perakaunan Lanjutan	2	850			28-29							29-30	

All dates and fees quoted are subject to change

SPECIAL GROUP DISCOUNT !!

RM100 per participants for 2 or more participants per programme registered with full payment

ALL PROGRAMMES CAN BE CONDUCTED IN-HOUSE AND TAILORED TO YOUR SPECIFIC NEEDS

EARLY BIRD DISCOUNT !!

RM100 per programme for registration with full payment at least 14 days prior to the commencement of the programme

PLEASE CONTACT US:

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