



## SEP-DEC 2023 MONTHLY TRAINING PROGRAMMES

No.	Programmes	Date	Duration	Fees	
				Member	Non-Mem
<b>September 2023</b>					
1	Effective Warehouse & Inventory Management	Sep 7-8	2 days	RM848	RM990
2	Managing Poor Performers, Discipline & Domestic Inquiry	Sep 18-19	2 days	RM848	RM990
3	Effective Sales Negotiations and Overcoming Sales Resistance ( <i>New</i> )	Sep 18-19	2 days	RM848	RM990
4	Effective Procurement, Cost Reduction and Negotiation Skills	Sep 18-19	2 days	RM848	RM990
<b>October 2023</b>					
1	Technical Troubleshooting and Decision-Making for Maintenance	Oct 2-3	2 days	RM848	RM990
2	Equipment Efficiency Through Maintenance Management	Oct 2-3	2 days	RM848	RM990
3	Preventing Ergonomic Injuries	Oct 16	1 day	RM550	RM650
4	The Art of Persuasion using NLP Approach (Remote Online)	Oct 9-10	2 days	RM636	RM848
5	Occupational First Aid Skills & CPR	Oct 9-10	2 days	RM848	RM990
6	Food Safety: GMP & HACCP Awareness	Oct 19-20	2 days	RM848	RM990
7	OSH Coordinator	Oct 23-25	3 days	RM1166	RM1484
<b>November 2023</b>					
1	Stock Taking and Stock Valuation	Nov 2-3	2 days	RM848	RM990
2	Guide To Effective Performance Reviews	Nov 6	1 days	RM550	RM650
3	Effective Teamwork & Productive Workforce	Nov 7	1 days	RM550	RM650
4	Kemahiran Kepimpinan untuk Supervisor	Nov 6-7	2 days	RM848	RM990
4	Productivity Workshop: Waste Elimination	Nov 8-9	2 days	RM848	RM990
5	Certificate in Boilerman	Nov 20-23	4 days	RM2120	RM2650
<b>December 2023</b>					
1	Leadership & People Management Proficiencies (Remote Online) ( <i>New</i> )	Dec 4-5	2 days	RM848	RM990
2	Accounting Skills for Account Assistants & Clerks	Dec 7-8	2 days	RM848	RM990
3	Engine Driver (Internal Combustion Engine)	Dec 11-13	3 days	RM1272	RM1484

### Notes

Additional training programmes will be added from time to time when there are demands.